




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARI NEILA P. SECO, of the CENTRAL PHILIPPINES STATE UNIVERSITY (CPSU), of COLLEGE OF AGRICULTURE & FORESTRY (College/Campus/Office) commit to deliver and agree to be rated on the attainment of the following targets and/or accomplishments in accordance with the indicated measures for the period 2ND SEMESTER, 2022-2023.


MARI NEILA P. SECO
Employee


Date: 6 July 2023

Reviewed by:


HANZEL L. PEDROSA, Ph.D.
Immediate Supervisor

Date: 6 July 2023


Recommending Approval:


FERNANDO D. ABELLO, Ph.D.
Vice President for Academic Affairs

RECEIVED
JUL 13 2023

BY:

APPROVED:


ALADINO C. MORACA, Ph.D.
SUC President II

Date:

RATING SCALE

- | |
|-----------------------|
| 5 - Outstanding |
| 4 - Very Satisfactory |
| 3 - Satisfactory |
| 2 - Unsatisfactory |
| 1 - Poor |



CENTRAL PHILIPPINES STATE UNIVERSITY
Kabankalan City, Negros Occidental

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)
For the Rating Period of Jan-June 2023

Office/Unit/College/Campus: College of Agriculture and Forestry-Main Campus

Name of Faculty: **MARI NEILA P. SECO**

Academic Rank: **INSTRUCTOR III**

| MFO | TARGET+MEASURES | UNIT ACCOUNTABLE | ACTUAL ACCOMPLISHMENT | RATING | | | | Sub Rating | REMARKS |
|---|--|------------------|---|--------|---|---|------|-------------|---------|
| | | | | Q | E | T | A | | |
| STRATEGIC PRIORITY (50%) | | | | | | | | | |
| 1. Access and Equity: Quality & Relevance of Instruction (20%) | | | | | | | | | |
| | | | | | | | | 1.00 | |
| 1.1 Certification | (1.1.1) students will have International or Local Skills and Proficiency Certification by the end of 1st Sem. 2023-2024 | N/A | | | | | | | |
| 1.2 Faculty Profile | (1.2.1) 8 training hours will be attended by the faculty including attendance to conferences/trainings by the 2nd Sem of 2022-2023 | faculty | 1400% (112 hours of training attended by the faculty by the 2nd sem of 2022-2023) | 5 | 5 | | 5.00 | | |
| 1.3 Licensure | (1.3.1) of board programs will have passing rate higher than national passing over number of board programs (LET-BEED, LET-BSED, LEA, LEF, LEC) | N/A | | | | | | | |
| | (1.3.2) 40% of first-time licensure exam takers will pass the licensure exams (BEED, BSED- Math, Fil., Sci., Eng. & EC, BSCrim, BSA, BSF, BSME, BSEE, BSABE) | N/A | | | | | | | |
| | include here other targets that would contribute to the attainment of the licensure rate | N/A | | | | | | | |
| 1.4 Employability of Graduates | (1.4.1) 40% of graduates in 2021 are employed by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 2. Research (30% together with Extension, Good Governance) | | | | | | | | 1.5 | |
| 2.1 Utilization | (2.1.1) research outputs in the last 3 years will be utilized by the industry or by other beneficiaries by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| | (2.1.2) research outputs/creative works will be utilized for computer application or policy paper by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 2.2 Researches | (2.2.1) Research outputs will be completed within the year by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 2.3 Publication | (2.3.1) research outputs will be completed in the last 3 years (2021, 2022, 2023) that were published in refereed international-indexed journals in 2023 by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 2.4 Collaborations | (2.4.1) local collaborations will be established by 2nd Sem. of AY 2022-2023 | faculty | 100% (Local collaborations were established with Caraga State University and Mindanao State University-Naawan) for externally funded project proposal | 5 | 5 | | 5.00 | | |
| 2.5 Trainings | (2.5.1) 75% of faculty will attend internal trainings conducted by the Research and Development Office by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| | (2.5.2) 5% of faculty will attend international trainings conducted by the Research and Development Office by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 2.6 Presentations | (2.6.1) Research outputs will be presented to national fora by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| | (2.6.2) Research outputs will presented to regional fora by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| | (2.6.3) Research outputs will be presented to international fora by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |

| 3. Extension Services Research (30% together with Extension, Good Governance) | | | | | | | | | |
|---|--|-----------|--|---|---|---|------|--|------|
| 3.1 Human Resource Involvement | (3.1.1) will participate in extension activity as resource person/facilitator/technical consultant, technical editor/instructional material publisher/technical writer/enumerator/paper presenter during | faculty | 200% (resource person and research proposal) | 5 | 5 | 5 | 5.00 | | |
| | (3.1.2) 5% of students will be involved in ESCE | N/A | | | | | | | |
| 3.2 Extension Services and Community Engagement | (3.2.1) trainings, technology demonstrated, technical advisory, outreach will be conducted | N/A | | | | | | | |
| 3.3 Active Linkages/Partnerships | (3.3.1) active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders will be established as a result of extension activities | N/A | | | | | | | |
| 3.4 Trainees | (3.4.1) 13 trainees weighted by the length of training will be reported by 2nd Sem. of AY 2022-2023 | faculty | 200% | 5 | 5 | 5 | 5.00 | | |
| 3.5 Extension Related to Mandate/Priority Programs | (3.5.1) of extension programs will be organized and supported consistent with the SUC's mandated and priority programs by 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 3.6 Quality of Trainings | (3.6.1) 95% of beneficiaries will rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance as of 2nd Sem. of AY 2022-2023 | N/A | | | | | | | |
| 3.7 Number of trainees surveyed for quality | (3.7.1) trainees will be surveyed for the quality of training course/s and advisory services | N/A | | | | | | | |
| 4. Good Governance (at least 5%, 30% total w/ Research, Extension) | | | | | | | | | |
| 4.1 LUDIP | (4.1.1) will participate in the preparation of the LUDIP as TWG head or member | N/A | | | | | | | |
| 4.2 Liquidation | (4.2.1) 100% Liquidation of cash advances within 30 days after return for local travel | personnel | 100.00% | 5 | 5 | 5 | 5.00 | | |
| | (4.2.2) 100% Liquidation of cash advances within 60 days after return for international travel | personnel | 100.00% | 5 | 5 | 5 | 5.00 | | |
| | (4.2.3) 100% Liquidation of cash advances for in campus activities 5 days after conduct | personnel | 100.00% | 5 | 5 | 5 | 5.00 | | |
| 4.3 Client Satisfaction | (4.3.1) 100% of beneficiaries (representing 50% of the population) by June 30, 2023 | N/A | | | | | | | |
| | (4.3.2) 1 Satisfaction Rating based on PBB Client Satisfaction Survey by the end of 2023 | N/A | | | | | | | |
| | (4.3.3) 80% of #8888/CCB complaints resolved (with RFA) within 72 hours at each rating period | N/A | | | | | | | |
| | (4.3.4) 100% of Citizen's Charter updated and submitted to HRMO by Jan. 31, 2023 | N/A | | | | | | | |
| CORE FUNCTIONS (40%) | | | | | | | | | |
| | | | | | | | | | 1.89 |
| 5.1 Student Services | | | | | | | | | |
| Undergraduate thesis advising | (5.1.1) will have 1 student-advisee/guidance committee member for undergraduate thesis program. | faculty | 300% (Three (3) student-advisee/guidance committee member for undergraduate thesis program) | 5 | 5 | | 5.00 | | |
| Consultation Hours | (5.1.2) will submit monthly monitoring report during flexible learning with complete pertinent attachments | N/A | | | | | | | |
| Classroom Advising and other recognized organizations | (5.1.3) will serve as section/class adviser or adviser of any recognized organizations of the college/university for the current school year. | faculty | 100% (Section/Class adviser of BSAB-3C of the college for the current school year) | 3 | 5 | 5 | 4.33 | | |
| 5.2. Submission of Required Documents | (5.2.1) will submit Prescribed Course Design/Syllabus of the 70% subject-loads handled one week after the first day of classes in three (3) sets in indexed format with complete parts and minor revision. | N/A | | | | | | | |
| | (5.2.2) will submit Gradesheets of the 70% subject-loads handled two weeks after the scheduled final exam following prescribed format with minimal revision in four (4) copies. | faculty | 100% (Submitted gradesheets of the subject-loads handled two weeks after the scheduled final exam following prescribed format) | 5 | 5 | 4 | 4.67 | | |
| | (5.2.3) will submit sample test exams of the 70% subject loads handled three (3) days before the | faculty | 100% (Submitted sample test | 5 | 5 | 5 | 5.00 | | |

| | | | | | | | | | |
|---|---|-----------|---|---|---|---|------|--------------|------|
| | (5.2.4) will submit SALN on January 15, 2023 | N/A | | | | | | | |
| | (5.2.5) will submit PDS following prescribed format on January 31, 2023 | N/A | | | | | | | |
| | (5.2.6) will submit PPMP 1 month after the release of National Expenditure Program (deadline to be set by Admin after announcement of Finance) | N/A | | | | | | | |
| | (5.2.7) will submit PRE with PPMP 1 week after final billing (after enrolment) | N/A | | | | | | | |
| | (5.2.8) will submit Monthly Accomplishment Report/as attached to DTR upon signing every 5th WORKING day of the following month in two (2) hard copies with pertinent documents. | faculty | Accomplishment Report attached to DTR upon signing every 5th | 4 | 5 | 5 | 4.67 | | |
| 5.3 Planning, Monitoring and Evaluation | evaluation by the students, peers, self and supervisor for the current semester. | faculty | 120% | 4 | 5 | 5 | 4.67 | | |
| | (5.3.2) will obtain a performance rating of 3.50 (Very Satisfactory) during class observation evaluation before the end of the semester. | faculty | 120% | 4 | 5 | 5 | 4.67 | | |
| 5.4. Faculty Development Program | | | | | | | | | |
| Number of faculty trained on technology-assisted instructions | (5.4.1) will attend (number of) trainings on technology-assisted instruction per sem either in-service/local/regional/national/international | N/A | | | | | | | |
| Faculty Scholarships for Priority Programs | (5.4.2) will apply to scholarship programs/grants | N/A | | | | | | | |
| Instructional Material (IM) designed and development | handled or field of specialization. | N/A | | | | | | | |
| 5.5. Curriculum Review, Monitoring and Revision | (5.5.1) 100% of the programs monitored and reviewed – and aligned to the VMGO, national agenda and industry needs | N/A | | | | | | | |
| SUPPORT FUNCTIONS (10%) | | | | | | | | 0.34 | |
| 6.1 Regular attendance to university/college activities, faculty meetings | (6.1.1) will have (80% attendance) to university/college activities, faculty meetings and other for during the current semester(monthly convocation, flag raising ceremony, departmental meetings and the like. | personnel | 80% attendance to university/college activities, faculty meetings and other for during the current semester | 3 | | | 3.00 | | |
| 6.2. Submission of Documents | (6.2.1) will submit IPCR/DPCR (reviewed & cascaded targets) on or before Jan. 25, 2023 | N/A | | | | | | | |
| | (6.2.2) will submit IPCR/DPCR (accomplishment) by June 30, 2023 | personnel | 100% (Submitted IPCR (accomplishment) | 5 | 5 | 1 | 3.67 | | |
| | (6.2.3) will submit clearance on June 30, 2023 for faculty without designation and November 7. | personnel | 140% (Submitted clearance | 5 | 5 | 1 | 3.67 | | |
| | (6.2.4) 100% submission of evaluation effectiveness for trainings conducted/attended 30 days after | | | | | | | | |
| <i>*please include functions for designations</i> | | | | | | | | | |
| | | | | | | | | Final Rating | 4.73 |

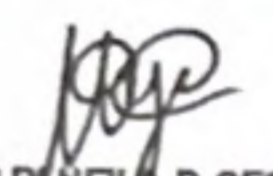
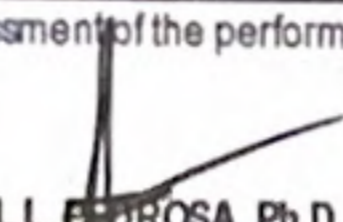
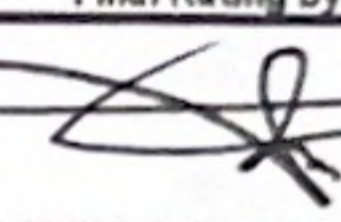


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Kabankalan City, Negros Occidental

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)
For the Rating Period January - June 2023

Office/Unit/College/Campus: College of Agriculture and Forestry-Main Campus

Comments and Recommendations for Development Purposes:

| | | |
|--|--|---|
| Discussed with: | Assessed by: | Final Rating by: |
|  MARY NEILA P. SECO Employee 6 July 2023 Date | I certify that I discussed the assessment of the performance with the employee.  HANZEL L. FERRROSA, Ph.D. Supervisor 6 July 2023 Date |  ALADINO C. MORACA, Ph.D. SUC President 6 July 2023 Date |
| Legend: Q = Quality E = Efficiency T = Timeliness A = Average | | |