



# **AREA X ADMINISTRATION**

## **G. INSTITUTIONAL PLANNING AND DEVELOPMENT**

**G.6. Evidence on the  
use of the Personnel  
Evaluation Results to  
Improve Performance  
and Delivery of  
Services**




**UNIVERSITY OF SOUTHERN MINDANAO**  
Kabacan, Cotabato  
Philippines

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - Non Teaching**

I, GARRY KIETH F. ESCUCHA of the Office of the PLANNING AND DEVELOPMENT commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2024

Submitted by: Date:		Compiled by:		Rating Scale						
 <b>GARRY KIETH F. ESCUCHA</b> Employee		 <b>NERISSA G. DELA VIÑA, PhD</b> Director, HRMDO		5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor						
CODE	Organizational Objectives/Outcomes	WEIGHT	Success Indicator (Target + Measures)	Actual Accomplishment	Rating				Remarks	
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>CORE FUNCTIONS</b>		80%								
<b>Implementation of Individualized Performance Management</b>		80%			4.85	##	4.50	3.54		
<b>1.1. Monitoring and Evaluation</b>										
		2%	Assist in the implementation of survey area boundaries (USM Area) with the PPDO	100% Assisted in the implementation of survey area boundaries (USM Area) with the PPDO	5			5.00		
		3%	Assist in the conduct of Planning Activities	100% Assisted in the conduct of Planning Activities	5			5.00		
		5%	Assist in the evaluation of Plans, Programs, and Physical projects quarterly	100% Assisted in the evaluation of Plans, Programs, and Physical projects quarterly	5			5.00		
		5%	Assist the review and update of Land Use Development and Infrastructure Plan (LUDIP) and projects related to the development of the university	100% Assisted the review and update of Land Use Development and Infrastructure Plan (LUDIP) and projects related to the development of the university	5			5.00		
<b>1.2. Preparation and Submission of Required and Urgent Reports</b>										
		5%	Assist in the preparation and submission of 2026 Annual Investment Program (AIP) to NEDA for presentation and review on first quarter	100% Assisted in the preparation and submission of 2026 Annual Investment Program (AIP) to NEDA for presentation and review on first quarter	5		5	5.00		
		5%	Assist in the review and update of 2023-2028 Regional Development Investment Plan (RDIP)	100% Assisted in the review and update of 2023-2028 Regional Development Investment Plan (RDIP)	5			5.00		
		3%	Assist in the preparation and submission of Regional Project Monitoring and Evaluation System every quarter	Assist in the preparation and submission of Regional Project Monitoring and Evaluation System every quarter	5			5.00		
		5%	Assist in the preparation and submission of 2026-2028 Three-Year Rolling Program (TRIP) to be accomplished via PIPOL system of NEDA	100% Assisted in the preparation and submission of 2026-2028 Three-Year Rolling Program (TRIP) to be accomplished via PIPOL system of NEDA	5		4	4.50		
<b>1.3. Other Technical Competencies and Accomplishments</b>										
		15%	Prepare Site Development Plans / Site Vicinity Maps for the projects of the university	100% Prepared Site Development Plans / Site Vicinity Maps for the projects of the university	5			5.00		

		10%	Prepare and submit summary of meetings with the USM Campus Extension Coordinators and Local Government Units (LGUs)	100% Prepared and submitted summary of meetings with the USM Campus Extension Coordinators and Local Government Units (LGUs)	5		5.00
		10%	Monitor the implementation of projects in the university including the assistance to the turnover / groundbreaking	100% Monitored the implementation of projects in the university including the assistance to the turnover / groundbreaking	5		5.00
		7%	Compliance to Digital Signatures	100% Compliance to Digital Signatures	3		3.00
		10%	Prepare and submit the recommendation regarding the site visit and inspection of the university's infrastructures	100% Prepared and submitted the recommendation regarding the site visit and inspection of the university's infrastructures	5		5.00
<b>Support &amp; Other Functions</b>		<b>20%</b>					<b>0.00</b>
<b>Commitment &amp; Purpose</b>		<b>15%</b>					<b>0.00</b>
6.3	Attendance to University-wide activities (as defined in CNA) (required)	7%	Attendance to University-wide activities (as defined in CNA)	Attended 7 University-wide activities	5		5.00
6.4	Attendance to college convocations & activities		100% attendance to college/unit convocations & activities	N/A			-
6.5	Attendance to Convocation	2%	100% attendance to convocation	100% attendance to convocation	4		4.00
6.6	Attend on department meetings (required)		at least 80% attendance to department meetings	N/A			-
6.7	Submission of required DTR	4%	Submit attested DTR before the fifth working day of the month	Submitted attested DTR before the fifth working day of the month		5	5.00
6.8	Submission of required SALN		Submit accomplished SALN on or before February 28 with no corrections	N/A			-
6.9	Submission of required PDS		Submit accomplished PDS to HRMDO on or before May 31	N/A			-
6.10	Submission of required IPCR	2%	Submit accomplished IPCR to HRMDO on or before the deadline	Submitted accomplished IPCR to HRMDO on or before the deadline		5	5.00
<b>Professional Development</b>		<b>5%</b>					<b>0.00</b>
7.1	Attendance to seminars and trainings	2%	Submit authenticated copies of certificates of participation/completion of training/seminar to HRMDO within 7 days after the event	Submitted 3 certificates of attendance of seminar to HRMDO for authentication	5	5	5.00
		1%	Submission of training effectiveness three months after the event		1		1.00
7.2	Membership to professional organizations/societies	2%	Membership to at least 1 professional organization	2 professional organization memberships	5		5.00
<b>Final Average Rating</b>							<b>4.48</b>
<b>Category</b>							
<b>CORE FUNCTIONS</b>		<b>80%</b>					
	Implementation of Individualized	80%					3.54
<b>Support and Other Functions</b>		<b>20%</b>					
Commitment & Purpose		15%					0.72
Professional Development		5%					0.22
<b>Total Overall Rating</b>		<b>100%</b>					<b>4.48</b>
<b>Final Average Rating</b>							<b>4.48</b>
<b>Adjectival Rating</b>							

Reviewed by:	Date:	Approved by:	Date:
RENEL M. ALUCILJA Immediate Supervisor		 RENEL M. ALUCILJA Director/Head of Office	
Legend:	1 - Quality	2 - Efficiency	3 - Timeliness    4 - Average
<b>HRMDO RECOMMENDATIONS</b>			
LEARNING AND DEVELOPMENT			NERISSA G. DELA VIÑA, PhD Director, HRMDO
REWARDS AND RECOGNITION			
			Date

