# UNIVERSITY OF SOUTHERN MINDANAO

## COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

# BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING







## AACCUP LEVEL 1 ACCREDITATION

# AREA X
# ADMINISTRATION

**I.4.** The following updated record compilations are made available to concerned parties:

**I.4.4.** faculty, non-teaching and staff performance evaluation results; and

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW - TARGET (IPCR-TARGET)

I, LORCKAN DREDD C. PELARION , INSTRUCTOR 1 of the DEVELOPMENT, ECONOMIC 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 - December 2025

| | | | |
|---|---|---|---|
| Submitted by: Date: 2025.09.12 | | Compiled by: | Rating Scale |
| LORCKAN DREDD C. PELARION | SANDRA ANGELA A. BANGCAYA | NERISSA G. DELA VIÑA, PhD | 5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Unsatisfactory<br>1 - Poor |
| INSTRUCTOR 1 | Department Chairperson | Director, HRMDO | |

| CODE | MFO/OO | WEIGHT | Success Indicator (Target + Measures) | Actual Accomplishment | Rating Q[1] | Rating E[2] | Rating T[3] | Rating A[4] | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **CORE FUNCTIONS (must be 80%)** | | **80.0%** | | | | | | | |
| **1. Instruction (20% - 70%)** | | **60.0%** | (At least 3 Indicators) | | | | | | |
| INS-I12-006 | To provide quality learning experience and opportunities | 15.0% | At least very satisfactory (VS) performance in the student evaluation (required) | | | | | | |
| INS-I12-005 | To provide quality learning experience and opportunities | 20.00% | All contents in the syllabi for every subject are delivered in the set timeframe. | | | | | | |
| INS-I12-011 | To provide quality learning experience and opportunities. | 25.00% | atleast 80% of the students handled passed the subject. | | | | | | |
| **2. Research (0-10%)** | | 10.00% | (At least 1 Indicator for either Research, Extension, or Resource Generation) | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|
| RES-I12-001 | To enhance faculty and researcher engagement in Research, Development, Extension and Innovation (RDEI) | 10.00% | Atleast 1 research proposal submitted for fundings is/are approved | | | | | | |
| **3. Extension (0-10%)** | | 10.00% | | | | | | | |
| EXT-I12-005 | To strengthen partnerships with government and non-government organizations | 10.00% | Number of active partnerships with LGU, industies, NGOs, NGAs, SMEs, and stakeholders as a result of extension activities | | | | | | |
| **4. Resource Generation (0-10%)** | | 0.00% | | | | | | | |
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| **5. Administrative Function (0-60%)** | | **0.00%** | **(1 Optional Indicator)** | | | | | | |
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| **5.1 Student Services Designation** | | | | | | | | | |
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| **5.2 Research Services Designation** | | | | | | | | | |
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| **5.2 Extension Services Designation** | | | | | | | | | |
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| | | | | | | | | | |
| **Support & Other Functions (20%)** | | **20.00%** | **(10 Indicators required)** | | | | | | |
| **6. Commitment & Purpose (15%)** | | **15.00%** | | | | | | | |
| SUP-I12-001 | Adviser (either) | 3.00% | Designated as Adviser to student organization | | | | | | |
| SUP-I12-004 | Attendance to University-wide activities (as defined in CNA) (recuired) | 2.00% | Attendance to University-wide activities (as defined in CNA) | | | | | | |
| SUP-I12-005 | Attendance to college convocations & activities (required) | 3.00% | 100% attendance to weekly college/unit convocations, flag raising and retreat & activities | | | | | | |

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| SUP-I12-006 | Attendance to college council/ faculty meetings (required) | 2.00% | 100% attendance to college council/ faculty meetings | | | | | | | |
| SUP-I12-007 | Submission of required FDTR | 3.00% | Submit attested FDTR before the fifth working day of the month | | | | | | | |
| SUP-I12-011 | Submission of required IPCR | 2.00% | Submit accomplished Individual Performance Commitment and Review (IPCR) to HRMDO at the end of the rating period | | | | | | | |
| **7. Professional Development (5%)** | | **5.00%** | | | | | | | | |
| SUP-I12-008 | Attendance to seminars and trainings | 1.00% | Submit authenticated copies of certificates of participation/ completion of training/ seminar to HRMDO within 7 days after the event | | | | | | | |
| SUP-I12-009 | Attendance to seminars and trainings | 1.00% | Submission of training effectiveness three months after the event | | | | | | | |
| SUP-I12-010 | Membership to professional organizations/societies | 0.00% | Membership to at least 1 professional organization | | | | | | | |
| SUP-I12-012 | Competent Faculty | 3.00% | Enrollment of Sintido 1.0 | | | | | | | |
| **BONUS: Untargeted Accomplishments** | | **0.00%** | (Optional Indicator) | | | | | | | |
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| **Final Average Rating** | | | |
|---|---|---|---|
| **CORE FUNCTIONS** | **80.00%** | | |
| Instruction | 60.00% | | 0.00 |
| Research | 10.00% | | 0.00 |
| Extension | 10.00% | | 0.00 |
| Production | 0.00% | | 0.00 |
| Administrative | 0.00% | | 0.00 |
| **Support and Other Functions** | **20.00%** | | |
| Commitment & Purpose | 15.00% | | 0.00 |
| Professional development | 5.00% | | 0.00 |

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|---|---|---|---|---|
| *Total Overall Rating* | 100.00% | | - | |
| Bonus Untargeted Accomplishments | 0.00% | | - | |
| *Final Average Rating* | | | | - |
| | | | *Adjectival Rating* | |

| Reviewed by: | Date | | Approved by: | Date |
|---|---|---|---|---|
| SANDRA ANGELA A. BANGCAYA | | | Digitally signed by Dulay Cheryl Ysulat Date: 2025.09.12 CHERYL Y. DULAY 13:13:14+08'00' | |
| Department Chair | | | Dean | |

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

| HRMDO RECOMMENDATIONS | |
|---|---|
| LEARNING AND DEVELOPMENT | NERISSA G. DELA VIÑA, PhD<br>Director, HRMDO |
| REWARDS AND RECOGNITION | Date |

UNIVERSITY O SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

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

I, MA. JULIET G. CAMADDO of the Office of the BOARD SECRETARY 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 JANUARY to JUNE 2021

| Submitted by: | Date: 27 Jan 2021 | | Compiled by: | | Rating Scale |
|---|---|---|---|---|---|
| MA. JULIET G. CAMADDO | | | JENNIFER E. SINCO | | 5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Unsatisfactory<br>1 - Poor |
| Staff | | | Board Secretary V | | |

| Organizational Objectives/Outcomes | | WEIGHT | | Success Indicator (Target + Measures) | Actual Accomplishment | Rating Q[2] | Rating E[2] | Rating T[3] | Rating A[4] | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| CORE FUNCTIONS | | 80% | | | | | | | | |
| 1. Implementation of individual functions | | 70% | | | | #DIV/0! | #### | | #DIV/0! | |
| | | | | | | #DIV/0! | #### | | #DIV/0! | |
| 1.1 | Receiving of proposals for inclusion during:<br>a. Board of Regents (BOR) Meetings<br>b. BOR Committee Meetings<br>c. Administrative Council Meetings | | | Receive 15 proposals for BOR consideration as approved at 3 minutes/proposal/meeting | | | | | | |
| 1.2 | Processing of Documents/ Reports such as:<br>a. Routinary Reports during:<br>a.1 BOR Meetings<br>a.2 BOR Committee Meetings<br>a.3 Admininstrative Council Meetings | | | Photocopy 200 pages of documents at 3 min/page (100 pages x 4 copies) | | | | | | |
| | | | | Sort and arrange photocopied documents ready for binding at 15 min/proposal | | | | | | |
| | | | | Bind the douments sorted and arranged at 25 min/agenda folder | | | | | | |
| | | | | Index 4 sets of agenda folders at 35 min/ folder | | | | | | |

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| | | | | Prepare one (1) set of agenda folder for scanning to be ready during the scheduled meeting (via zoom) | | | | | | |
| 2. Assistance to Immediate Supervisor | | 10% | | | | #DIV/0! | #### | | #DIV/0! | |
| | | | | | | #DIV/0! | #### | | #DIV/0! | |
| 2.1 | Assistance during the conduct of BOR Meetings, BOR Committee Meetings and Administrative Council Meetings | | | Assist the Acting Board Secretary in the conduct of the BOR Meetings, BOR Committee Meetings & Administrative Council Meetings from July to December | | | | | | |
| | | | | Fine tuning of the minutes of the previous BOR meetings for signature of the Chairperson & Vice chairman at leadt 4 hours per Minutes | | | | | | |
| | | | | Assist in the distribution of exerpts to the different colleges/units concerned | | | | | | |
| | | | | Provision of approved BOR Resolutions as requested at 5 min/resolution | | | | | | |
| | | | | 100% atteded to the admin & logistic requirements of the scheduled meeting at least a day before the meeting | | | | | | |
| | | | | 2 sets of attandance sheet prepared one day before the meeting | | | | | | |
| 2.2 | Authenticate documents (As Alternate Signatory) | | | Receive documents for authentication when the assigned signatory is on leave of absence | | | | | | |
| 2.3 | Preparation of the following certifications for signature of the University President as requested:<br>a. No Pending Administrative Case (NPAC) | | | 100% NPAC prepared & issued at 5 minutes each | | | | | | |
| | b. Good Moral Character GMC) | | | 10% GMC prepared and issued at 5 minutes each | | | | | | |

| Support & Other Functions | | 20% | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 2. Commitment & Purpose | | 15% | | | | | | | | |
| | | | | | | | | | | |
| 2.1 | Attendance to University-wide activities (as defined in CNA) (required) | | | 100% attendance during University-wide events | | | | | | |
| 2.2 | Attendance to Monday convocation & activities | | | 100% attendance during Monday convcations | | | | | | |
| 2.3 | Attendance to Unit meetings | | | 100% attendance during Unit meetings | | | | | | |
| 2.4 | Submission of required documents (DTR, IPCR, SALN, PDS, Travel accomplishment report, etc.) | | | 100% submission of documents required | | | | | | |
| 7. Professional Development | | 5% | | | | #DIV/0! | | #### | #DIV/0! | |
| | | | | | | #DIV/0! | | #### | #DIV/0! | |
| 7.1 | Attendance to seminars and trainings | | | Submit authenticated copies of certificates of participation/completion of training/seminar to HRMDO within 7 days after the event | | | | | | |
| 7.2 | Membership to professional organizations/societies | | | Membership to at least 1 professional organization | | | | | | |

| Final Average Rating | | | | | |
|---|---|---|---|---|---|
| Category | | | | | |
| CORE FUNCTIONS | 80% | | | | |
| Implementation of Individual Functions | | | | #DIV/0! | #DIV/0! |
| Assistance to Immediate Supervisor | | | | #DIV/0! | |
| Support and Other Functions | 20% | | | | |
| Commitment & Purpose | | | | 0.00 | #DIV/0! |
| Professional Development | | | | #DIV/0! | |
| *Total Overall Rating* | 100% | | | | #DIV/0! |
| *Final Average Rating* | | | | #DIV/0! | |
| *Adjectival Rating* | | | | *Very Satisfactory* | |

| Reviewed by: | Date | | Approved by: | Date |
|---|---|---|---|---|
| JENNIFER E. SINCO | 22-Jan-21 | | JENNIFER E. SINCO | 22-Jan-21 |
| Immediate Supervisor | | | Head of Office | |

Legend: *1 - Quality* *2 - Efficiency* *3 - Timeliness* *4 -Average*

| HRMDO RECOMMENDATIONS | |
|---|---|
| LEARNING AND DEVELOPMENT | WILLIE JONES B. SALILING, RPAE, EnP<br>Director, HRMDO |
| REWARDS AND RECOGNITION | Date |