



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE & TECHNOLOGY**  
**CAVITE CAMPUS**  
General Mariano Alvarez, Cavite

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) : JOB ORDER						
I, <b>EUNICE A. EMPAS</b> , Job Order under the <b>ECC - Management Information Services (MIS) /Information and Communication Technology</b> , commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of <b>JULY to SEPTEMBER 2024</b> .						
					Signature _____ Date _____	
Approved by:						
MR. <b>BONIEBERT P. LUCIANO</b> ICT, Program Chair					Date _____	
<b>Legend :</b>  Q - Quality  T - Timeliness  E - Efficiency	<b>Rating Scale</b>		<b>5 - Outstanding</b> (Exceeds expectations in all targets) <b>4 - Very Satisfactory</b> (Exceeds expectations in some targets) <b>3 - Satisfactory</b> (Meets expectations/ Acceptable) <b>2 - Unsatisfactory</b> (Needs mentoring / coaching) <b>1 - Poor</b> (Needs improvement / Close monitoring)			
Statement of Functions	Success Indicators (Targets and Measures)	Actual Accomplishments	Rating			Remarks
			Q	T	E	
<b>CORE FUNCTIONS (85%)</b>						
<b>A. ID CAPTURING, SOFTWARE TROUBLESHOOTING AND ENROLLMENT SYSTEM (85%)</b>	1. To assist the Registrars for the problem and concern about the admission process and concern of applicants.	1. Assisted the Registrars in resolving the problem and concerned about the admission process and concern of all applicants.	5	5	4	
	2. To assist the Program Chairs, Registrars and Faculty concern about the gradings system, student portal and student grade file.	2. Assisted the Program Chairs and Registrar with faculty concerns about grades, account portals, and so on.	5	5	4	
	3. To maintain the safekeeping of documents, records, and properties of MIS-ICT Office	3. Maintained the safekeeping of important documents, records of the MIS-ICT Office regularly	5	5	5	
	4. To assist the Chair Person of ICT for capturing the ID pictures for freshman and transferee student.	4. To assist the Chair Person of ICT for capturing the ID pictures for freshman and transferee student.	5	5	4	
	5. To Assist the ECC Faculty for Software troubleshooting.	5. Assisted the ECC Faculty for Software Troubleshooting.	4	5	4	
<b>SUPPORT FUNCTIONS (15%)</b>						
<b>Institute Commitment and purposes</b>	Reporting to work regularly and promptly Profile of attendance (Frequency of absence, lates and undertime)	Reported to work with minimal absences and tardiness	5	5	5	