

**PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE**  
**INDIVIDUAL PERFORMANCE COMMITMENT, REVIEW, AND MONITORING FORM**

I, JOSEPHINE PAULA C. ACEDO, of **Knowledge Management Division** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 3, 2022 to April 3, 2022**.

		Signature of Ratee	Date
Approved by:	Date		
<b>GERALDINE H. DELA PEÑA</b> OIC, Knowledge Management Division			

  

ASSIGNED TASKS IN SUPPORT TO THE ACTIVITIES OF KMD	SUCCESS INDICATORS (Target + Measure)	Actual Accomplishments	Rating				Remarks (Specify Rating Scale Used)
			Q	E	T	A	
<b>CORE FUNCTIONS (90%)</b>							<b>4.56</b>
1 Assist in determining institute system's need/requirement by conferring with clients	Assist in determining institute system's need/requirement in consultation with concerned parties/clients with at least one system operationalize or completed within the year	Conducted interviews with concerned parties/clients regarding Vehicle and Messengerial Request System.	5	5		5.00	
2 Assist in designing system to meet system requirements	Assists in designing system to meet system requirements with at least one system operationalize or completed within the year	Assisted in the concepts/design of Vehicle and Messengerial Request System.	4	4	5	4.33	
3 Assist in determining another institute system's need/requirement by conferring with clients	Assist in determining institute system's need/requirement in consultation with concerned parties/clients with at least one system operationalize or completed within the year	Conducted interview and researches regarding software used for eyestrain prevention.	4	4		4.00	
4 Assist in designing another system to meet system requirements	Assists in designing system to meet system requirements with at least one system operationalize or completed within the year	Assisted in the concepts/design of eye strain prevention software.	4	4		4.00	
5 Performs other task as may be assigned by the superiors	Performs other task as may be assigned by the superiors	Provided local IT support in network and software troubleshooting	5	5	5	5.00	
		Accomplished request/helpdesk tickets needed by the requesting staff regarding installation of the scanner, printer and other softwares.	5	5	5	5.00	
<b>SUPPORT FUNCTIONS (10%)</b>							<b>5.00</b>
1 Keeps abreast with new technology trends and incorporate relevant applications to improve/enhance existing systems	Ensure active participation on capacity building, orientation and other office activities	Attended trainings on: • PHP • Javascript • Laravel (PHP Framework)  Database: Mysql User interface: Bootstrap	5	5		5.00	

Assigned Tasks in Support to the Activities of KMD		Success Indicators (Target + Measure)	Actual Accomplishments	Rating				Remarks (Specify Rating Scale Used)
				Q	E	T	A	
2	Facilitates in SDG trainings	Facilitates in SDG trainings as Admission	Admission	5	5		5.00	
Final Average Rating							4.60	
Equivalent Adjectival Rating								
Observations and Recommendation for Development Purposes								
	Discussed with	Assessed by	Final Rating by					
		I certify that I discussed my assessment of the performance with the employee						
	JOSEPHINE PAULA C. ACEDO	GERALDINE H. DELA PEÑA	JOSEFINA V. ALMEDA, Ph.D.					
	Information Systems Analyst I	Supervisor	Executive Director III					

Legend: Q- Quality; E - Efficiency (Quantity); T=Timeliness