



REPUBLIC OF THE PHILIPPINES  
UNIVERSITY OF SOUTHERN MINDANAO  
KABACAN, COTABATO



# GRADUATE SCHOOL

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

## MASTER OF SCIENCE IN ANIMAL SCIENCE

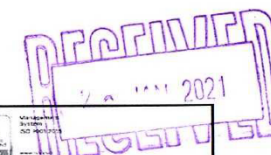
Level II

April 20-24, 2026



# UNIVERSITY OF 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: <u>22 Jan 2021</u> |                                                                                      | Compiled by:                                  |                | Rating Scale                                                                                   |                |                |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------|----------------|------------------------------------------------------------------------------------------------|----------------|----------------|---------|
| <u>MA. JULIET G. CAMADDO</u><br>Staff                                                                                                                     |                          |                                                                                      | <u>JENNIFER E. SINCO</u><br>Board Secretary V |                | 5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Unsatisfactory<br>1 - Poor |                |                |         |
| Organizational Objectives/Outcomes                                                                                                                        | WEIGHT                   | Success Indicator<br>(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>                                                                                                                                     | <b>80%</b>               |                                                                                      |                                               |                |                                                                                                |                |                |         |
| 1. Implementation of individual functions                                                                                                                 | 70%                      |                                                                                      |                                               | #DIV/o!        | ####                                                                                           |                | #DIV/o!        |         |
|                                                                                                                                                           |                          |                                                                                      |                                               | #DIV/o!        | ####                                                                                           |                | #DIV/o!        |         |
| 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.1 BOR Meetings<br>a.2 BOR Committee Meetings<br>a.3 Administrative Council Meetings                    |                          | Photocopy 200 pages of documents at 3 min/page (200 pages x 4 copies)                |                                               |                |                                                                                                |                |                |         |
|                                                                                                                                                           |                          | Sort and arrange photocopied documents ready for binding at 15 min/proposal          |                                               |                |                                                                                                |                |                |         |
|                                                                                                                                                           |                          | Bind the documents sorted and arranged at 25 min/agenda folder                       |                                               |                |                                                                                                |                |                |         |
|                                                                                                                                                           |                          | Index 4 sets of agenda folders at 35 min/ folder                                     |                                               |                |                                                                                                |                |                |         |

|                                       |                                                                                                           |     |  |                                                                                                                                                      |  |         |      |  |         |  |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|-----|--|------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|------|--|---------|--|
|                                       |                                                                                                           |     |  | 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/o! | #### |  | #DIV/o! |  |
|                                       |                                                                                                           |     |  |                                                                                                                                                      |  | #DIV/o! | #### |  | #DIV/o! |  |
| 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 least 4 hours per Minutes                |  |         |      |  |         |  |
|                                       |                                                                                                           |     |  | Assist in the distribution of excerpts to the different colleges/units concerned                                                                     |  |         |      |  |         |  |
|                                       |                                                                                                           |     |  | Provision of approved BOR Resolutions as requested at 5 min/resolution                                                                               |  |         |      |  |         |  |
|                                       |                                                                                                           |     |  | 100% attened to the admin & logistic requirements of the scheduled meeting at least a day before the meeting                                         |  |         |      |  |         |  |
|                                       |                                                                                                           |     |  | 2 sets of attendance 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:       |     |  |                                                                                                                                                      |  |         |      |  |         |  |
|                                       | 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                                                                                                        |  |         |      |  |         |  |

|                                      |                                                                                             |            |  |                                                                                                                                    |  |         |      |         |  |  |
|--------------------------------------|---------------------------------------------------------------------------------------------|------------|--|------------------------------------------------------------------------------------------------------------------------------------|--|---------|------|---------|--|--|
| <b>Support &amp; Other Functions</b> |                                                                                             | <b>20%</b> |  |                                                                                                                                    |  |         |      |         |  |  |
| <b>2. Commitment &amp; Purpose</b>   |                                                                                             | <b>15%</b> |  |                                                                                                                                    |  |         |      |         |  |  |
|                                      |                                                                                             |            |  |                                                                                                                                    |  |         |      |         |  |  |
| 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 convocations                                                                                         |  |         |      |         |  |  |
| 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                                                                                              |  |         |      |         |  |  |
| <b>7. Professional Development</b>   |                                                                                             | <b>5%</b>  |  |                                                                                                                                    |  | #DIV/o! | #### | #DIV/o! |  |  |
|                                      |                                                                                             |            |  |                                                                                                                                    |  | #DIV/o! | #### | #DIV/o! |  |  |
| 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                                                                                 |  |         |      |         |  |  |



10 10

| <b>UNIVERSITY OF SOUTHERN MINDANAO</b><br>Kabacan, Cotabato<br>Philippines                                                                                                                                                                   |  |                                                                                                                   |  |                                                                                                    |  | Management System<br>ISO 9001:2008<br>CERTIFIED<br>ID: 912854187 |                |                                                                                                |                |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------|----------------|---------|
| <b>INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - NON-TEACHING</b>                                                                                                                                                                    |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
| I, <u>ELMA R. ELEVAZO</u> of the Office of the <u>Budget</u> 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 <u>January to December 2020</u> |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
| Submitted by:                                                                                                                                                                                                                                |  | Date                                                                                                              |  |                                                                                                    |  |                                                                  |                | Rating Scale                                                                                   |                |         |
| <br><b>ELMA R. ELEVAZO</b><br>Employee                                                                                                                                                                                                       |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                | 5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Unsatisfactory<br>1 - Poor |                |         |
|                                                                                                                                                                                                                                              |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
|                                                                                                                                                                                                                                              |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
|                                                                                                                                                                                                                                              |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
| OUTPUT                                                                                                                                                                                                                                       |  | Success Indicator<br>(Target + Measures)                                                                          |  | Actual Accomplishment                                                                              |  | Rating                                                           |                |                                                                                                |                |         |
|                                                                                                                                                                                                                                              |  |                                                                                                                   |  |                                                                                                    |  | Q <sup>1</sup>                                                   | E <sup>2</sup> | T <sup>3</sup>                                                                                 | A <sup>4</sup> | Remarks |
| <b>GOREFUNCTIONS</b> 80%                                                                                                                                                                                                                     |  |                                                                                                                   |  |                                                                                                    |  |                                                                  |                |                                                                                                |                |         |
| <b>1. Job Description/Functions</b> 80%                                                                                                                                                                                                      |  |                                                                                                                   |  |                                                                                                    |  | 3.68                                                             |                | 3.73                                                                                           | 3.71           |         |
| 1.1. Implementation of Individualized functions based on job description                                                                                                                                                                     |  |                                                                                                                   |  |                                                                                                    |  | 4.60                                                             |                | 4.67                                                                                           | 4.63           |         |
| a. Spearhead in the Preparation of Annual Budget of the University                                                                                                                                                                           |  | Submit Annual Budget Estimates/Proposal to DBM RO XII on time.                                                    |  | Submitted Annual Budget Estimates/Proposal to DBM RO XII 2 days before the deadline.               |  | 5.00                                                             |                |                                                                                                | 5.00           |         |
| b. Spearhead in the Prepaton and approval of the Program of Receipts and Expenditure (PRE) of Fund 161 & Fund 164                                                                                                                            |  | Submit for approval the Program of Receipts & Expenditure (PRE) of Fund 161 and 164 to the BOR with 80% approval. |  | Submitted the Program of Receipts & Expenditure (PRE) of Fund 161 & 164 with 100% approval         |  | 5.00                                                             |                |                                                                                                | 5.00           |         |
| c. Supervise and coordinate the activities of the Budget Staff                                                                                                                                                                               |  | of funds for Fund 101, 161, & 164. according to its purpose.                                                      |  | Supervised the flow of transactions under Fund 101, 161, and 164 as to Fund balances of allotments |  | 4.00                                                             |                |                                                                                                | 4.00           |         |
| d. Controlling of financial transations under Fund 164                                                                                                                                                                                       |  | Obligate and control 90% vouchers, payrolls & P.Os according to its purpose                                       |  | Obligated and controlled 100% of the vouchers, payrolls and P.Os according to its purpose          |  | 5.00                                                             |                |                                                                                                | 5.00           |         |

USM-PLD-F01

<The BUDGET BACK UP DESKTOP/PCR 2020

**UNIVERSITY OF SOUTHERN MINDANAO**

Kabacan, Cotabato

Philippines

Management System  
ISO 9001:2015**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - NON-TEACHING**

|                                                                                                                 |                                                                                                                        |                                                                                                                             |      |  |      |      |  |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------|--|------|------|--|
| e. Submission Of Reports to DBM and BOR                                                                         | Timely submission of all routinary reports to DBM and BOR on time                                                      | Submit routinary reports to DBM and BOR 3 days before the deadline                                                          | 5    |  | 5    | 5.00 |  |
| f. Urgent Reports (Fund Balances)                                                                               | Attend to urgent reports 2-3 days upon request.                                                                        | Attended to urgent reports 1 day upon request.                                                                              | 5    |  | 5    | 5.00 |  |
| 1.2 Assistance to Immediate Supervisor                                                                          |                                                                                                                        |                                                                                                                             |      |  |      |      |  |
| a. Assists the FMS Director in the Preparation of FMS Reports by providing necessary data and other documents.  | 1. Provide necessary data and information needed in the preparation of FMS Report during the Annual Planning Workshop. | 1. Provided the necessary data and information needed in the report of the FMS Director during the Annual Planning Workshop | 4    |  |      | 4.00 |  |
|                                                                                                                 | 2. Preparation of Senate & Congress Reports to be submitted on time.                                                   | 2. Prepared Senate and Congress Reports and submitted on time                                                               | 4    |  | 4    | 4.00 |  |
| b. Assists the President, VPAF and Director of FMS during the conduct of local Budget Hearing at DBM Region XII | Assists in preparation of powerpoints and other budget documents to be use during the conduct of the budget hearing.   | Assisted In preparation of powerpoints and other documents during the conduct of the Budget Hearing                         | 4    |  |      | 4.00 |  |
| 1.3 Signing of Documents                                                                                        |                                                                                                                        |                                                                                                                             |      |  |      |      |  |
| Signing of countersign documents by the controller under Fund 101,161, 164 & external Fund                      | Sign and release all countersign documents to proper offices.                                                          | Signed and released 100% of the countersigned document to proper offices.                                                   | 5    |  |      | 5.00 |  |
|                                                                                                                 |                                                                                                                        | the deadline                                                                                                                |      |  |      |      |  |
| <b>Support &amp; Other Functions</b>                                                                            |                                                                                                                        |                                                                                                                             | 0.98 |  | 0.80 | 0.89 |  |
| 1. Communication/Coordination                                                                                   |                                                                                                                        |                                                                                                                             | 5.00 |  |      | 5.00 |  |
| a. Number of meetings attended                                                                                  | Conduct 4 meetings                                                                                                     | Conducted 5 meetings                                                                                                        | 5    |  |      | 5.00 |  |
| b. Action to communication                                                                                      | Act 90% of the receive communication                                                                                   | Acted 100% of the received communications                                                                                   | 5    |  |      | 5.00 |  |
| c. Other Committee Membership                                                                                   |                                                                                                                        |                                                                                                                             |      |  |      |      |  |
| Member Committee on Finance during University wide activities                                                   | 1-2 Activities                                                                                                         | 2-3 Activities                                                                                                              | 5    |  |      | 5.00 |  |

|                                                                                   |  |                                                                            |  |                                                                                     |  |
|-----------------------------------------------------------------------------------|--|----------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|--|
|  |  | <b>UNIVERSITY OF SOUTHERN MINDANAO</b><br>Kabacan, Cotabato<br>Philippines |  |  |  |
| <b>INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - NON-TEACHING</b>         |  |                                                                            |  |                                                                                     |  |

|                                                                                                                                                     |                              |                              |                                                                                                                           |  |             |                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------|--|-------------|--------------------------|--|
| <b>2. Commitment &amp; Purpose</b>                                                                                                                  |                              |                              | 4.75                                                                                                                      |  | 4.00        | 4.38                     |  |
| a. Attendance to University-wide activities (as defined)                                                                                            | 3-5 Absences                 | No absences                  | 5                                                                                                                         |  |             | 5.00                     |  |
| b. Attendance to Unit convocations & activities                                                                                                     | 3-5 Absences                 | No absences                  | 5                                                                                                                         |  |             | 5.00                     |  |
| c. Attendance to Unit meetings                                                                                                                      | 3-5 Absences                 | No absences                  | 5                                                                                                                         |  |             | 5.00                     |  |
| d. Submission or required Documents (DTR, IPCR, SALN, TOR, Training Certificates, PDS, training accomplishment report, CA Liquidation report, etc.) | 1-5 days before the deadline | 1-2 days before the deadline | 4                                                                                                                         |  | 4           | 4.00                     |  |
| <b>3. Professional Development</b>                                                                                                                  |                              |                              |                                                                                                                           |  |             |                          |  |
| a. Attendance to seminars, trainings and conferences                                                                                                |                              |                              |                                                                                                                           |  |             |                          |  |
| b. Membership to professional organizations/societies                                                                                               |                              |                              |                                                                                                                           |  |             |                          |  |
| c. Completion of advanced education                                                                                                                 |                              |                              |                                                                                                                           |  |             |                          |  |
| <b>Final Average Rating</b>                                                                                                                         |                              |                              | <b>4.66</b>                                                                                                               |  | <b>4.53</b> | <b>4.59</b>              |  |
| <b>Category</b>                                                                                                                                     |                              |                              |                                                                                                                           |  |             |                          |  |
| <b>CORE FUNCTIONS</b>                                                                                                                               | <b>80%</b>                   |                              |                                                                                                                           |  |             |                          |  |
| Job Description/Functions                                                                                                                           | 80%                          |                              |                                                                                                                           |  |             |                          |  |
| Support & Other Functions                                                                                                                           | 20%                          |                              |                                                                                                                           |  |             |                          |  |
| <b>Total Overall Rating</b>                                                                                                                         | <b>100%</b>                  |                              |                                                                                                                           |  |             |                          |  |
| <b>Final Average Rating</b>                                                                                                                         |                              |                              |                                                                                                                           |  |             | <b>4.59</b>              |  |
| <b>Adjectival Rating</b>                                                                                                                            |                              |                              |                                                                                                                           |  |             | <b>Very Satisfactory</b> |  |
| Reviewed by:                                                                                                                                        |                              | Date                         | Approved and Compiled by:                                                                                                 |  | Date        |                          |  |
| <br><b>BERNABE B. MONDIA</b><br>Immediate Supervisor             |                              |                              | <br><b>EIMER M. ESTILLOS</b><br>VPAF |  |             |                          |  |
| Legend:      1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average                                                                   |                              |                              |                                                                                                                           |  |             |                          |  |