



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) FORM

Philippine Coconut Authority
Elliptical Road, Quezon City

I, _____, of the _____, Division of _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____.

Employee

Date:

Reviewed by:		Approved by:		Rating Scale:			
				5 - Outstanding			
				4 - Very Satisfactory			
				3 - Satisfactory			
Immediate Supervisor		Manager		2 - Unsatisfactory			
Date:		Date:		1 - Poor			
Strategic Measure / Major Final Output	Success Indicators (Targets + Performance Measures)	Actual Accomplishments (end of semester)	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
A. PCA PERFORMANCE SCORECARD							
B. CORE FUNCTIONS							
C. SUPPORT FUNCTIONS							



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TOTAL RATING							
FINAL AVERAGE RATING							
ADJECTIVAL RATING							
Comments & Recommendations:							
Discussed with:		Assessed by:			Final Rating by:		
		I certify that I discussed my assessment of the performance with the employee					
Employee		Immediate Supervisor / Division Chief			Manager		
Date:		Date:			Date:		
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average							