

a. **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**  
 I, Frances Fatima M. Cabana of the System Information Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jul 01, 2016 to December 31 2016.



Frances Fatima M. Cabana  
 Date: \_\_\_\_\_ Ratee: 12 Jan. 2017

QET Rating Scale		
Poor	(50% and below)	1
Unsatisfactory	(51%-99%)	2
Satisfactory	(100%-114%)	3
Very Satisfactory	(115%-129%)	4
Outstanding	(130% and above)	5

<b>b. Reviewed by:</b>	<b>Date</b>	<b>c. Approved By:</b>	<b>Date</b>
<u>Edna Estifania A. Co</u>			
Immediate Supervisor		Head of Office	

Function Name (a)	Success Indicator Targets (T) + Measures (M) (c)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave Score (h + i)	Remarks (m)
				Q <sup>1</sup> (h)	E <sup>2</sup> (i)	T <sup>3</sup> (j)	A <sup>4</sup> (k + sum of h, i, j)		
<b>Strategic Functions:</b>									
Integration of public service and communication program	UP public service visibility T: at least 5% increase in online presence (social media and website traffic) M: Number of engagements (follows, likes, pins, readership) of content-delivery mechanisms in new media	17,411 new followers in Facebook or 12% increase.	15	5	5	5	5	.75	Target should be the same for the individual CUs
Integration of public service and communication program	UP public service visibility T: 6 releases/rating period M: Number of news releases published by traditional media and other communication channels	6 releases, 124 coverages attended/stories delivered	5	5	5	5	5	.25	
Integration of public service and communication program	UP public service visibility T: 6 publications/rating period M: Number of engagements of content-delivery mechanisms in traditional media and other communication channels	6 publications	10	5	5	4	4.67	.47	
Integration of public service and communication program	UP public service visibility T: 100% of gathered UP news/feature in online media monitored and archived M: Number of engagements (follows, likes, pins, readership) of content-delivery mechanisms in new media	100% of gathered online UP news monitored, archived and disseminated	5	5	5	5	5	.25	Target should be the same for the individual CUs
Integration of public service and communication program	UP public service visibility T: 100% response to media requests for information and/or	100% of media requests responded asap and even outside office hours	3	5	5	5	5	.15	

**University of the Philippines  
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UP SPMS Form 1  
S.2014

	interviews M: Number of news releases published by traditional media and other communication channels									
Integration of public service and communication program	UP public service visibility T: 100% of UP news/feature in subscribed major newspaper and printed media monitored and archived M: Number of engagements of content-delivery mechanisms in traditional media and other communication channels	729 UP-related news monitored and archived	5	5	5	5	5	5	.25	
Integration of public service and communication program	UP public service visibility T: 100% of gathered news/feature in broadcast media monitored M: Number of news releases published by traditional media and other communication channels	100% UP-related news in broadcast media shared	2	5	5	5	5	5	.1	

**Core Functions:** N/A

**Support Functions:**

Internal stakeholder relations	Direct assistance to constituents and other stakeholders T: 83% M: Percentage of students and personnel who availed of non-academic related services	100% response to requests for messages, drafted 130 speeches and messages	55	5	5	5	5	5	2.75	
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o. Final Average Rating: 4.97

Adjectival Rating: Outstanding

p. Comments and Recommendations for Development Purposes (please use UP SPMS Form No. 5 for Staff Development Plans)

q. Discussed with	Date	r. Assessed by:	Date	s. Final Rating by:	Date
<i>Francis Valina M. Cabana</i> Name and Signature of Employee		<i>Edna Estifania A. Co</i> Supervisor			

Overall Rating Scale

NUM	4.51-5.00	3.51-4.50	2.51-3.50	1.51-2.50	.51-1.50
ADJ	O	VS	S	U	P