**INDIVIDUAL PLAN and ACCOMPLISHMENT REPORT (IPAR)**

*(for work-from-home arrangements only)*

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept/College/Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Week /Dates** | **Targets/Activities** | **Accomplishments/Outputs** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Note: The “remarks” portion in the last column maybe be filled-up by the immediate supervisor if he/she has comments relative to the accomplishments/outputs of the subordinate.*

**Prepared by: Monitored and Evaluated by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature of Employee Name & Signature of Immediate Supervisor