

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

NAME OF ADMINISTRATIVE STAFF: **MARIO R. ROM**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.17	70%	2.919
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
<b>TOTAL NUMERICAL RATING</b>			<b>4.293</b>

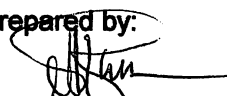
TOTAL NUMERICAL RATING: **4.293**

Add: Additional Approved points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.293**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

  
**MARIO R. ROM**  
Name of Staff


Reviewed by:

  
**FELICIANO G. SINON**  
Department/Office Head

Recommending Approval:

  
**FELICIANO G. SINON**  
Director


Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte, Philippines

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MARIO R. ROM**, *Administrative Aide III* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2018 to December 2018**.

  
**MARIO R. ROM**  
Ratee

Approved:   
**FELICIANO G. SINON**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO5: Research &amp; Extension Admin. &amp; Support Services</b>									
	Actual number of hours driving	Conducts and fetches NARC staff/visitors on official travel outside official station	400	562	4	4	4	4.00	
								-	
								-	
	No. of hours vehicle maintained	Maintain vehicle in good running condition	25	96	4	4	5	4.33	
								-	
<b>Total Over-all Rating</b>								4.17	

Ave. Rating (Total Over-all rating)		4.17
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
<b>FINAL RATING</b>		4.17
<b>ADJECTIVAL RATING</b>		VERY SATISFACTORY

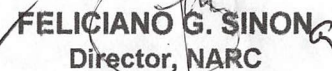
Comments & Recommendation for Development Purpose:


Keep your communication open all the time, especially when you are on travel.

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**FELICIANO G. SINON**  
Director, NARC

  
**FELICIANO G. SINON**  
Director, NARC

  
**OTHELLO B. CAPUNO**  
OVPRE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to Dec 31, 2018

Name of Staff: MARIO R. ROM

Position: ADMIN AIDE 3

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	(4)	3	2	1	
2. Makes self-available to clients even beyond official time	(5)	4	3	2	1	
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	(4)	3	2	1	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1	
4. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1	
7. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1	
8. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
10. Willing to be trained and developed	5	(4)	3	2	1	
<b>Total Score</b>	55					

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	⑤	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	④	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	④	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	⑤	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	⑤	4	3	2	1	
Total Score						
Average Score		4.58				

Overall recommendation : OUTSTANDING

  
**FELICIANO C. SINON**  
 Name of Head/Director

Exhibit I

**PERFORMANCE MONITORING**

Name of Employee: **MARIO R. ROM**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	No. of actual hours driving to conduct and fetch NARC staff/visitors on official travel outside station	400	July 1, 2018	Dec 31, 2018	562	Impressive	VS	Keep your communication open all the time, especially when you are on travel.
2	No. of hours vehicle maintained in good running condition	25	July 1, 2018	Dec 31, 2018	96	Impressive	VS	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

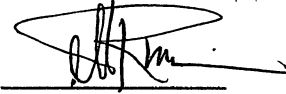
Prepared by:

  
**FELICIANO C. SINON**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO R. ROM**  
Performance Rating: **VERY SATISFACTORY**

Signature: \_\_\_\_\_



Aim: To provide transport for centers' staff

Proposed Interventions to Improve Performance:

Date: July 1, 2018

Target Date: Dec. 31, 2018

First Step:

- 
- To maintain the good running condition of the center's vehicle.
  - To drive and transport centers' staff

Result:

- Well-maintained vehicle
- Efficient transport of visitors, clients and research staff.

Date: January 2019

Target Date: June 2019

Next Step:

- Assists in the conduct of the center's activities by providing transport and render over-time if necessary

Outcome: smooth implementation of the center's program.

Final Step/Recommendation:

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Prepared by:

  
**FELICIANO G. SINON**  
Unit Head