

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Francisco M. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	x 70%	3.402
2. Supervisor/Head’s assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.500
TOTAL NUMERICAL RATING			4.902

TOTAL NUMERICAL RATING: 4.90


Add: Additional Approved Points, if any:

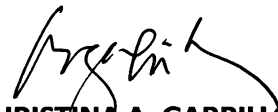
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

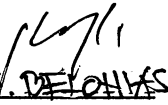
  
FRANCISCO M. VALENZONA  
Admin Aide

  
CHRISTINA A. GABRILLO  
Head, DDC

Recommending Approval:

  
VICTOR B. ASIO  
Dean/Director

Approved:

  
BEATRIZ S. DELONIX  
Vice President




Visayas State University  
**DEPARTMENT OF DEVELOPMENT COMMUNICATION**  
**COLLEGE OF AGRICULTURE AND FOOD SCIENCE**  
Visca, Baybay City, Leyte

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

I, FRANCISCO M. VALENZONA, a support staff of the Department of Development Communication, am committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of July to December 2018.

  
**FRANCISCO M. VALENZONA**  
Ratee

APPROVED:

  
**CHRISTINA A. GABRILLO**  
Head of Unit

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
<b>OVPI MFO 6: General Administration and Support Services</b>										
6	General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	Utility services	500	900	5.0	5.0	4.0	4.7	
		Number of academic lecture/laboratory rooms maintained	Daily cleaning/maintenance	3.00	11.00	5.0	5.0	4.0	4.7	
		Area of lawn maintained (sq.m, approx.)	Lawn maintenance		100.00	5.0	5.0	5.0	5.0	
		Number of faculty rooms cleaned daily	Daily cleaning		7.00	5.0	5.0	5.0	5.0	

		Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	100% no complaint
						24.333				
Total Over-all Rating						4.867				
Adjectival Rating						OUTSTANDING				
Average Rating (Total Over-all rating				24.33	Comments and Recommendations for Development Purpose     Great Job!					
Additional points:										
Approved additional points										
FINAL RATING				4.86						
ADJECTIVAL RATING				OUTSTANDING						

Evaluated and Rated by:

  
CHRISTINA A. GABRILLO

Dept/Unit Head

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

Recommending Approval:

  
VICTOR B. ASIO

Dean/Director

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

Approved by:

  
BEATRIZ S. BELONIAS

Vice Pres. for Instruction

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

- 1 - Quality
- 2 - Efficiency
- 3 - Timelines
- 4 - Average

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Classy pop!

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: Francisco M. Valenzona Position: Admin Aide III


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
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5. 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
6. 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
7. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9 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
10. 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
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	25				
Average Score	5.0				

Overall recommendation : OUTSTANDING

  
**CHRISTINA A. GABRILLO**  
Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FRANCISCO M. VALENZONA

Performance Rating: Outstanding

Aim: To maintain the office documents delivered and followed up/errands made, academic lecture/laboratory rooms, faculty rooms cleaned daily, etc.

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved service and work values.

Date: July 2018

Target Date: December 2018

Next Step: Learn from previous experiences in the service delivery.


Outcome: Efficient delivery of support services at DDC.

Final Step/Recommendation: Continue doing it.

Prepared by:

  
CHRISTINA A. GABRILLO  
DDC Head

Conforme:

  
FRANCISCO M. VALENZONA  
Faculty/Staff

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W. H. H. H.