

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOB

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.76	70%	3.332
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			<u>4.808</u>

TOTAL NUMERICAL RATING:

4.81

Add: Additional Approved points, if any:

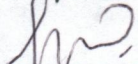
TOTAL NUMERICAL RATING:

4.81

ADJECTIVAL RATING:

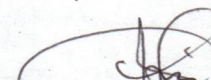
OUTSTANDING

Prepared by:



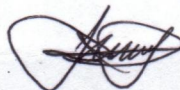
FELIX L. OCON
Name of Staff

Reviewed by:



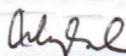
FELICIANO G. SINON
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **JANUARY 1, 2016 to JUNE 30, 2016**
 Name of Staff: **JOVELYN G. JACOBE** Position: **Science Research Assistant**

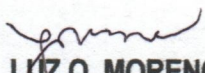
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	<u>5</u>	4	3	2	1	
2. Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1	
5. Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1	
10. Willing to be trained and developed	<u>5</u>	4	3	2	1	
Total Score	59					

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	4.92				

Overall recommendation : **Outstanding**


LUZ O. MORENO
 Project Leader/Study Leader

Visca, Baybay City, Leyte, Philippines

I, **JOVELYN G. JACOB**, **Science Research Assistant** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree


JOVELYN G. JACOB


Recommending Approval:

LUZ Ó MORENO

Approved: FELICIANO G. SINON



MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation	Prepare different accession sample for fiber characterization	10	15	5	4	5	4.67	Accessions are still immature and not yet ready for harvest
	Number of accessions inoculated		500	900	5	5	5	5	
	Number of cultures transferred and micropropagated								
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	150	Young plants					
	Number of research paper prepared	Develop/write introduction, review of literature and literature cited	1	1	3	4	5	4	
	Number of reports prepared	Prepares research reports	1	3	5	4	5	4.67	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	3	5	5	5	5	
	No. of re-inoculated accessions	Re-enoculate abaca accessions	50	150	5	5	5	5	
	No. of culture micropropagated	Micropropagate abaca accessions	150	2000	5	5	5	5	
Total Over-all Rating	(with copy of approval)								
	FINAL RATING								
	ADJECTIVAL RATING								

Received by:

DANIEL M. TUDUD
Planning Office

Calibrated by: 
REMBERTO A. PATINDOL
PMT

Recommending Approval:

 OTHELLO B. CAPUNO
 Vice President

Approved by: 
EDGARDO E. TULÍN
President 

Date: _____

Date: _____

Date: _____

Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOB**, **Science Research Assistant** 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 **January 2016** to **June 2016**.

Joelyn G. Jacob
JOVELYN G. JACOB
Ratee

Recommending Approval:

Luz O. Moreno
LUZ O MORENO
Project/Study Leader

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

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation		10	15	5	4	5	4.67	Some ccessions are still immature and not yet ready for harvest
	Number of accessions inoculated		500	900	5	5	5	5.00	
	Number of cultures transferred and micropropagated								
	Number of research paper prepared	Develop/write introduction, review of literature and literature cited	1	1	3	4	5	4.00	
	Number of reports prepared	Prepares research reports	1	3	5	4	5	4.67	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	3	5	5	5	5.00	
	No. of re-inoculated accessions	Re-enoculate abaca accessions	50	150	5	5	5	5.00	
	No. of culture micropropagated	Micropropagate abaca accessions	150	2000	5	5	5	5.00	
Total Over-all Rating	(with copy of approval)								
	FINAL RATING								
	ADJECTIVAL RATING								

Received by:

DANIEL M. TUDTUD
Planning Office

Date: _____

Calibrated by:

Remberto A. Patindol
REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:

Edgardo E. Tulin
EDGARDO E. TULIN
President

Date: _____

Outstanding
4.76