



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

**Annex P**

Name of Administrative Staff: ROLANDO I. ORACION

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING OUTSTANDING

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by: *Rolando I. Oracion*  
ROLANDO I. ORACION  
Name of Staff

Reviewed by: *Victor B. Asio*  
VICTOR B. ASIO  
Department/Office Head

Recommending Approval:

Approved:


*Victor B. Asio*  
VICTOR B. ASIO  
Dean/Director

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President

Visayas State University  
**College of Agriculture and Food Science (CAFS)**  
 Visca, Baybay City, Leyte

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

I, **ROLANDO I. ORACION**, Adm. Aide I, 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 - December 2022.

  
**ROLANDO I. ORACION**

Ratee

  
**VICTOR B. ASIO**

Dean

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

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
<b>Higher Education Services</b>	<b>Best Practices/New Initiatives</b>								
	Number of COE, CHED-NAFES, AACCUP and ISO 9001:2015 documents maintained	Assists in maintaining documents re COE, CHED-NAFES, AACCUP and ISO 9001:2015	-	-	0.00	0.00	0.00	0.00	
<b>Support to Operations</b>	<b>PI 5.</b> Number of in-house seminars/trainings/workshops/reviews assisted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	2	2	5.00	5.00	5.00	5.00	
	<b>PI 6.</b> Number of trainings/workshops/seminars attended (Webinar)	Attends trainings/workshops/seminars (Webinar)	3	3	5.00	5.00	5.00	5.00	





	<b>PI 9.</b> Efficient and customer-friendly frontline service	Served clients with courtesy; immediate response to client needs and inquiries	Minor complaint from clients	Zero compliant	5.00	5.00	5.00	5.00	
	<b>PI 10.</b> Additional Outputs								
Total Over-all Rating					50.00	50.00	50.00	50.00	
Average Rating								5.00	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	5.00
Additional Points:	0.00
Punctuality	0.00
Approved Additional points (with copy of approval)	0.00
FINAL RATING	5.00
ADJECTIVAL RATING	<b>OUTSTANDING</b>

COMMENTS AND RECOMMENDATIONS  
FOR DEVELOPMENT PURPOSES

*He is encouraged to attend training & seminars*

Evaluated & Rated by:

**VICTOR B. ASIO**

Unit Head

Date: 1/6/23

Recommending Approval:

**VICTOR B. ASIO**

College Dean

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

Approved:

**BEATRIZ S. BELONIAS**

VP for Instruction

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
X	4th	

Name of Office: CAFS Dean's Office

Head of Office: Dr. Victor B. Asio

Number of Personnel: ROLANDO I. ORACION

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	CAFS staff	Minutes of meeting	Notice of Meeting	DTR, Biometrics random checking	Regular Meeting
Staff Meeting					
Office attendance					
Attendance to university & college activities/programs/seminars/workshops		Staff Meeting	University/CAFS Memos	Attendance and Certificates	Jan – June 2022
Compliance of University Memos			University Memos	Compliance report	
Leaves (SL, VL, SLP, CDO, etc.)				Application for leave forms;	As the need arises
Follow-up documents and other assigned tasks				Scheduled	
Coaching	CAFS Staff				Once a week

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

VICTOR B. ASIO

Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS

Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: ROLANDO I. ORACION

Position: Adm. Aide I

**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.**

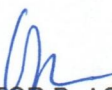
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		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						

Overall recommendation : \_\_\_\_\_

  
 VICTOR B. ASIO  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLANDO I. ORACION

Performance Rating: OUTSTANDING

Aim: To improve his performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: July - December 2022

First Step: Attended seminars, trainings and workshops related to his functions, that are facilitated by ODAHRD, VSU.

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Result: He is efficient and dependable in the performance of his duties and responsibilities in the office. He has also contributed greatly to the achievements of our college.

Date: July 2022 Target Date: July - December 2022

Next Step: Apply new knowledge in performing job.

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Outcome: Improved efficiency of work.

Final Step/Recommendation:


Recommended for promotion.

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Prepared by:

  
VICTOR B. ASIO  
Unit Head

Conforme:

  
ROLANDO I. ORACION  
Name of Ratee Faculty/Staff