COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIA ZAIDA A. FLORES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.93	70%	3.451
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1. 40/
	TOTAL N	UMERICAL RATING	4.812

TOTAL	NUMERICAL	RATING:
IVIAL	IACINITIVICAT	INATING.

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

BUTITANDING

ADJECTIVAL RATING:

Prepared by:

FELIX L. OCON Name of Staff

Reviewed by:

FELICIANO G. SINON Department/Office Head

Recommending Approval:

PATINDOL

Chairman, PMT

Approved:

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ZAIDA A. FLORES, 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 Jan. 2016 to June 2016

MARIA ZAIDA A. FLORES

Ratee

Approved: FELICIANO G. SINON
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	TIN				Remarks
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MFO5: Research & Extension							an and a second and a second	***************************************	hang and an
Admin. & Support Services									And any order of superior of s
Preparation of:	Number of Trip Tickets	Trip tickets	20	44	5	4	5	4.67	A Action and Company of the grown of Construction of Construction of State State of Construction on Constructi
Additional for the property of	prepared				5		and the second		Politicania attalia de esta esta esta esta esta esta esta est
egend fighte elleging influende automotive dies dies verbereren de antiques en en de antiques en entre elle en dies en	Number of RIS prepared	Requisition Issue Slip (RIS)	20	40	5	4	5	467	
	Number of OS/BUS	Obligation/Budget Util. slip	10	25	15	5	5	5.00	т от постоя на приняти
Article defected by the plant between of a plant and response from the respect of a case from remark the plant of the respect	Number of T.O's prepared	Travel Orders (T.O)	50	134	5	5	5	5.00	t the production of the state o
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	10	14	15	5	4	4.67	egeneracji in dije ni majarina ya, u sasini), ipinajengalian yepenagayan manarida
	Number of Certificates of Travel completed prepared	Certificate of Travel completed w/ & w/o revised itinerary	10	10	3	5	5	4.33	PROPERTY AND THE STORY AND THE STORY OF THE STORY AND THE
	Appointment as NARC OIC	Appointment as NARC OIC	8	12	5	5	5	5.00	meternes hant skal a sas niaugium vai insi jarag apa kas sassung, narakaria
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	10	18	5	5	4	4.67	
	Number of liquidations report prepared	Liquidation Report	15	18	5	5	5	5.00	
entella main material species que a una que higa inspira en fair en abya prima que mingra en esta fair en abya en una fara en esta fair en appropriate de la prima del prima de la prima del prima de la prima del la prima de la prima del la	Number of Job Request	Job Request	2	5	6	5	5	5.00	ettikimish qurashta kalmana-yakay mis higa girani qaashiga jalay aasad qatadaa ka
	Number of PR's	Purchase Request	30	67	15	5	9	5.00	Against the state of the factor of the state
akatan sekar kapungan di anak dan menimagi dapi dan gamenan penduluk danak permandipi danak aparta permandirak danak sebagai dan	Number of DV's	Disbursement Vouchers	40	114	5	6	<u>i</u>	5.00	and the state of the state of the second participated desirable and entitle desirable and the second of the second of
	Number of VAT Cert.prepared	VAT Certificate upon payment	5	10	5	5	5	5.00	and the second s
	Number of IAR's prepared	Inspection & Acceptance Report	30			especial environment	a girilgen belapa lakend		
	Number of claims / reimbursement prepared	Claims/Reimbursement	50	124	5	5	5	5.00	etti totta etti tii engisi maga masi stali tali vata ka sias myön myön mittela
	Number of DTRs/CSR	Daily Time Record (DTR)/							The second secon
- 1920 g Cos lift folds of transfelox code and demonstration of foreign and demonstration of the second and demonstration of t		CSR of NARC Core staff	15	20	5	5	5	5.00	

	x .	6						
	Number of Application Leave prepared	Application for Leave	navinapotes a comprehensione e comprehensione account, elemente comprehensione de co	10	5	5	5	5.00
angana namnya kenganiri "Yaka'a shinajiba i yannahinkili iyaksa sonaqina i darahan makke i sanaksamanan, s	Number of PDS prepared/ updated	Personal Data Sheet	an epimentarium un armatici prime in su consistente consistente consistente prime e de puede a gibique 2	2	5	5	5	5.00
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	10	27	5	5	5	5.00
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	10	15	5	5	5	5.00
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	10	57	5	5	5	5.00
Recording of in-coming/out-going	Number of documents	Communication/docs logged/		To the state of th	Company of Property is the Species	- Contraction	Prof Constitute of September 1	parameteria de antido por como o fuerte de foj april de quiya por en la principa con companya con civil anda
documents		encoded	250	430	5	5	5	5.00
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	25	5	5	5	5.00
Attendance to meetings Attendance to seminars/tmgs. workshop/conferences	Number of hours Number of days of attendance	Meetings attended/Facilitated	2	10	5	5	5	5.00
Treasurer's Report	Number of Financial Report	Financial report center activity	2	6	5	5	5	5.00
	Number of documents/ submitted/retrieved	for processeing & follow -up	entretarium-consistent designer i suseen conservam-conservat produpe e suseenuseenaa 5	10	5	5	5	5.00
Book plane tickets @ PAL Cebu Pacific for official travel of NARC Staff	The second secon	booked & follow-up	2	4	5	5	5	5.00
Photocopying/ printing services		Documents photocopied/ printed	50	100	5	5	5	5.00

	complied with/							Control of the Contro
Number of Faculty evaluation facilitated	administer teaching evaluation assigned at DASS,VSU	8	17	5	5	5	5	
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Number of hours	Finished products recorded for NARC /Technomart exhibit & products displayed outside NARC-VSU during agri industrial fair		180	5	5	5	5	
No. of hours visitors briefed/ entertained Answers phonecalls in- corning calls	Briefed/entertained visitors assisted	100	300	5	5	5	5	
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Ave. Rating (Total Over-all rating divided by 4)	онос-айман обиц-аймиром у 5 мето биох учверувал с 4 мето (бир 4 мето с -дивенция с -дивенция с -дивенция с	er en
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Punctuality	nati nagatta pilan fisikulaturur. (kultin linut astalogi anunu isaprinisum alausahair) - (spilasiliset di saur	в при на настром ображения на принадами можения на настром на на настром на настр
Approved Additional points	mes staro ditan pidrophura: (guargian ring pipu, i sprovinte provingo e segui pud una	u de empresada na camatara consistente a cabantara constata e a destina, discribir a cabantar de espera de matere describa e cabantar de espera de
(with copy of approval)	nner vidage distancia (enn. et distancia risale vidage) (enn. e distruction game, ances i, e distancia game,	and the second of the second o
FINAL RATING	нд - хэв арта баргайн хайган , 4 да байгаар хобиуунаан 1 - фан авчаг үүлсхараган 1 баруагын айд	493
ADJECTIVAL RATING	mirring an gudur (augus beginner) i ghafall gan andri Aguere ^{a, a} e mangaburi duni baharbari 14 di angapaten and	outsmain

Received by:

OVPRGEA

Calibrated by:

REMBERTO A. PATINDOL

PMT

Recommending Appr

OTHELLO B CAPUNO
Vice President

Approved by:

President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JANUARY 1, 2016 to JUNE 30, 2016</u>
Name of Staff: <u>MARIA ZAIDA A. FLORES</u>
Position: <u>ADMIN AIDE 3</u>

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)			Scal	е		
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 					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.					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	56					

	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			4.67				

Overall recommendation	:	Outstanding	

FELICIANO G. SINON Name of Head/Director