COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

CIELO F. SEÑARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.37	70%	3.059
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
	TOTAL N	UMERICAL RATING	4.460

TOTAL NUMERICAL RATING:

4.46

Add: Additional Approved points, if any:

4.46

TOTAL NUMERICAL RATING:

Very Satisfactory

ADJECTIVAL RATING:

Reviewed by:

Prepared by

FELIX L. OCON

Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CIELO F. SEÑARA, 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 <u>July 2016</u> to <u>December 2016</u>.

CIELO F SEÑARA

Ratee

Approved:

FELICIANO G. SINON

Head of Unit

MFO & Performance	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING			3	Remarks
Indicators (PI)	Success Indicators Fearch & Extension Support Services Number of trip tickets prepared Number of RIS prepared Number of TO prepared Number of Itinerary of Travel Number of Certificates of Travel Completed (CTC) prepared Number of Certificates of Travel Completed (CTC) prepared Number of Certificates of Travel Completed (CTC) prepared Number of Certificates of Certificate of Travel Completed (CTC) prepared Number of Cash advances prepared Number of cash advances prepared Number of liquidations prepared a. Cash advance of		300	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
MFO5: Research & Extension			to American American American parameters of the constitution in the constitution of th		-	-	-		
Admin. & Support Services					_	+	-		
Preparation of:		Trip tickets	30	34	3	5	5	_	
reparation of.	Number of RIS prepared	Requisition Issue Slip (RIS)	30	57	5	5	4	-	
	Number of TO prepared	Travel Orders (TO)	60	88	5	4	5	-	
	Number of Itinerary of Travel	Itinerary of Travel	25	30	4	5	4	_	
	Travel Completed (CTC)	Certificate of Travel Completed (CTC) with revised itinerary	10	12	4	4	5	_	
	Travel Completed (CTC)	Certificate of Travel Completed (CTC) without revised itinerary	10	10	3	4	5	_	
		Cash Advances	4	8	5	5	4	_	
		Liquidation Report							
	a. Cash advance of accountable officer		4	4	3	4	4	_	
	b. Travel		4	4	3	4	4	-	
	prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	6	3	5	4	-	

	Number of Payrolls prepared	Payroll prepared	100	193	5	5	4	4.67	
	Number of application for leave prepared	Application for Leave	10	23	5	5	5	5.00	en e
	Number of appointments/contracts prepared	Appointments/Contracts	5	5	3	5	4	4.00	
	Number of PRs	Purchase Request (PR)	100	159	5	4	4	4.33	
Assessment to the control of the con	Number of POs	Purchase Order (PO)	20	63	5	5	4	4.67	
enany ao ao dia dia digitaria dia dia dia mandri dia dia Papanda dia dia saranja dia dia dia dia dia dia dia dia dia di	Number of RFQ	Request for Quotation (RFQ)	20	63	5	4	5	4.67	
	Number of Abstract of Quotation	Abstract of quotation	20	63	5	5	4	4.67	
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	100	195	5	4	4	4.33	The recommendation of the definition of the control
	Number of DVs	Disbursement Voucher (DV)	100	223	5	5	4	4.67	
Numl Numl reimb	Number of IARs prepared	Inspection & Acceptance Report	100	116	4	4	4	4.00	
	Number of claims/ reimbursements prepared	Claims/Reimbursements	150	223	5	5	4	4.67	ден от верхников от общей того, фенсион от общей ден об от
	Job order/requests prepared	Job order/requests	20	53	5	4	5	4.67	permitter sett freder som sett til 2000 som til på sind å strynnissa provi är uddismustimen er kur
	Number of Personal Data Sheets (PDS) prepared/updated	Personal Data Sheet	1	1	3	4	4	3.67	
	Number of accomplishment report prepared	Accomplishment Reports	100	366	5	4	4	4.33	Committeement Management of the Committee of the Committe
	Number of VAT prepared	VAT Certificate	100	100	3	4	5	4.00	
Attendance to meetings	Number of hours	Meetings attended	5	6	4	4	4	4.00	
Attendance to seminar/ trainings/ workshops/ conference	Number of days of attendance	Trainings/seminar workshops/conference attended	1	1	3	4	4	3.67	
PMS Reports/Forms	Number of contracts prepared	PMS contracts prepared	5	5	3	4	5	4.00	gener Answerten ein de für die Stelle des det det de gener eine Stelle des Anders en an des
Messengerial	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	100	150	5	5	4	4.67	
the same of the sa									

Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	2000	3500	5	5	5	_	
Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	2	2	3	4	4	-	
Information & Technology	Number of installations done	Client System Installation	3	3	3	4	A	_	
	- virus detection and removal		3	3	3	4	4	_	
	- backing-up of data files		3	3	3	4	A	-	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	50	75	5	5	4	-	
Monitor and assess equipment in the laboratories of the center	No. of equipment	Monitor and assess laboratory equipment	10	10	3	5	4	_	
Alay Linis	No. of alay linis attended	Attend alay linis	2	3	4	4	4	-	
Total Over-all Rating								-	

Ave. Rating (Total Over-all rating		
Additional Points:		
Punctuality	-	
Approved Additional	-	
points		
(with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Received by:

DANIEL M. TUDTUD OVPRGEA

Calibrated by:

REMBERTO A. PATINDOL

PMT

Recommending Approval:

OTHELLO B. CAPUNO

OVPRE

Approved by:

EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: CIELO F. SEÑARA 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

nitment (both for subordinates and supervisors)		,	Scal	е	
nstrates sensitivity to client's needs and makes the latter's experience in octing business with the office fulfilling and rewarding.	5	4	3	2	1
s self-available to clients even beyond official time	5	4	3	2	1
its urgent non-routine reports required by higher offices/agencies such as p. DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within lied time by rendering overtime work even without overtime pay	5	4	3	2	1
ts all assigned tasks as his/her share of the office targets and delivers outputs the prescribed time.	5	4	3	2	1
hits himself/herself to help attain the targets of his/her office by assisting co- yees who fall to perform all assigned tasks	5	4	3	2	1
arly reports to work on time, logs in upon arrival, secures pass slip when out on personal matters and logs out upon departure from work.	5	4	3	2	1
accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
ests new ways to further improve her work and the services of the office to its	5	4)	3	2	1
ts additional tasks assigned by the head or by higher offices even if the ment is not related to his position but critical towards the attainment of the ons of the university	5	4	3	2	1
sizes office hours during lean periods by performing non-routine functions the s of which results as a best practice that further increase effectiveness of the or satisfaction of clientele	5	4	3	2	1
ts objective criticisms and opens to suggestions and innovations for vement of his work accomplishment	5	4	3	2	1
to be trained and developed	57	4	3	2	1
eme	nt of his work accomplishment e trained and developed	nt of his work accomplishment e trained and developed 5	nt of his work accomplishment e trained and developed 5 4	nt of his work accomplishment e trained and developed 5 4 3	nt of his work accomplishment e trained and developed 5 4 3 2

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale							
 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			
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			
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			
 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 	5	4	3	2	1			
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	:				

RELICIANO G. SINON Name of Head Director