

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 NUMERICAL RATING			4.460

TOTAL NUMERICAL RATING: **4.46**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.46**

ADJECTIVAL RATING: **Very Satisfactory**

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

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 **July 2016** to **December 2016**.

CIELO F. SEÑARA

Ratee

Approved:

FELICIANO G. SINON

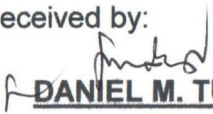
Head of Unit


MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
Preparation of:	Number of trip tickets prepared	Trip tickets	30	34	3	5	5	-	
	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	-	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	10	12	4	4	5	-	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	10	10	3	4	5	-	
	Number of cash advances prepared	Cash Advances	4	8	5	5	4	-	
	Number of liquidations prepared	Liquidation Report							
	a. Cash advance of accountable officer		4	4	3	4	4	-	
	b. Travel		4	4	3	4	4	-	
	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	6	3	5	4	-	

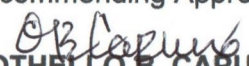
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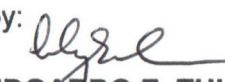
Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	2000	3500	5	5	5	-	
Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	2	2	3	4	4	-	
Information & Technology	Number of installations done	Client System Installation	3	3	3	4	4	-	
	- virus detection and removal		3	3	3	4	4	-	
	- backing-up of data files		3	3	3	4	4	-	
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

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

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 : _____


FELICIANO G. SINON
 Name of Head/Director