



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARLON D. BENGALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: **4.89**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.89**

ADJECTIVAL RATING: **OUTSTANDING**

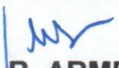
Prepared by:

Reviewed by:


MARLON D. BENGALAN
Name of Staff


ROMEL B. ARMECIN
NARC, Director

Recommending Approval:


ROMEL B. ARMECIN
NARC, Director

Approved:


MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

"Exhibit B"

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON D. BENGALAN**, *Administrative Aide I* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 2023 to June 2023**.

MARLON D. BENGALAN

Ratee

Approved:

ROMEL B. ARMECIN

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									
	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	500	1,000-	5	5	5	5	
	No. of rooms maintained (450m2)	Rooms cleaned and maintained	6	6	5	5	4.5	4.83	
	No. of CR maintained (35m2)	CR cleaned and maintained	5	5	5	5	4.5	4.83	
	Size of building maintained (790m2)	NARC building cleaned and maintained	2	2	5	5	4.5	4.83	
	No. of meetings attended	Attends meetings	6	6	5	5	5	5.00	
	Attend VSU Alay Linis	No. of alay linis attended	2	8	5	5	5	5.00	
Total Over-all Rating									

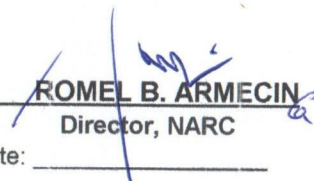
Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

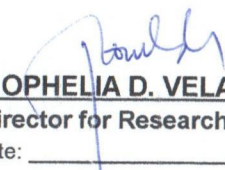
Comments & Recommendation for Development Purpose: needs little supervision

Evaluated & Rated by:

Recommending Approval:

Approved by:


ROMEL B. ARMECIN
Director, NARC
Date: _____


ROSA OPHELIA D. VELARDE
Director for Research
Date: _____

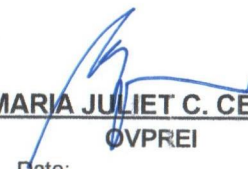

MARIA JULIET C. CENIZA
OVPREI
Date: _____

Exhibit I

PERFORMANCE MONITORING

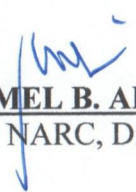
Name of Employee: **MARLON D. BENGALAN**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	No. of documents submitted/retrieved for processing and follow-up	500	Jan 1, 2023	June 30, 2023	1,000	Very Impressive	O	Needs little supervision.
2	No. of rooms cleaned and maintained	6	Jan 1, 2023	June 30, 2023	6	Very Impressive	O	
3	No. of CR cleaned and maintained	5	Jan 1, 2023	June 30, 2023	5	Very Impressive	O	
4	Size of NARC building cleaned and maintained	2	Jan 1, 2023	June 30, 2023	2	Very Impressive	O	
5	No. of meetings attended	6	Jan 1, 2023	June 30, 2023	8	Very Impressive	O	
6	No. of "Alay Linis" attended	2	Jan 1, 2023	June 30, 2023	8	Very Impressive	O	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



ROMEL B. ARMECIN
NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

Name of Staff: MARLON D. BENGALAN

Position: Admin 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 his work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his 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					
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 : _____


ROMEL B. ARMECIN
Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARLON B. BENGALAN**

Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have a smooth office operation**

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

- To deliver and retrieve documents
- To maintain orderliness and cleanliness of offices and rooms

Result:

- Efficient recording and retrieval of documents
- Well maintained office and rooms

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:


- Assists in the over all activity of the center and conduct over time if necessary.

Outcome: Efficient and effective center operations.

Final Step/Recommendation:

- Has to participate trainings on record keeping and retrieval of documents.

Prepared by:


ROMEL B. ARMECIN
Unit Head