



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.49	70%	3.143
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.568</b>


TOTAL NUMERICAL RATING: **4.568**

Add: Additional Approved points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: **4.57**

ADJECTIVAL RATING: **OUTSTANDING**

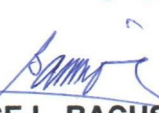
Prepared by:

  
**MARIA ZAIDA A. FLORES**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
NARC, Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director, Research

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President of R, E & I

# 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 **July 2020 to December 2020**.

**MARIA ZAIDA A. FLORES**

Ratee

Approved: **FELICIANO G. SINON** ✓

NARC, Director

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO5: Research &amp; Extension</b>									
<b>Admin. &amp; Support Services</b>									
Preparation of:	Number of Trip Tickets	Trip tickets	10	15	5	5	4	4.67	
	prepared				5	5	4	4.67	
	Number of RIS prepared	Requisition Issue Slip (RIS)	10	15	5	4	5	4.67	
	Number of OS/BUS	Obligation/Budget Util. slip	6	12	5	4	5	4.67	
	Number of T.O's prepared	Travel Orders (T.O)	15	35	5	4	4	4.33	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	7	4	4	5	4.33	
	Number of Certificates of Travel completed	Certificate of Travel completed	5	7	5	5	4	4.67	
	Travel completed prepared	w/ & w/o revised itinerary							
	Appointment as NARC OIC	Appointment as NARC OIC	5	10	5	5	4	4.67	
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	6	8	5	4	5	4.67	
	Number of liquidations report prepared	Liquidation Report	5	10	5	4	5	4.67	
	Number of Job Request	Job Request	2	8	5	4	5	4.67	
	Number of PR's	Purchase Request	12	25	5	5	5	5.00	
	Number of DV's	Disbursement Vouchers	12	25	5	5	4	4.67	
	Number of VAT Cert. prepared	VAT Certificate upon payment	5	7	4	4	5	4.33	

	Number of IAR's prepared	Inspection & Acceptance R	6	20	5	4	5	4.67	
	Number of claims /reimbursement prepared	VAT Certificate upon payment	5	10	4	4	5	4.33	
	Number of DTRs	Daily Time Record (DTR)	8	6	3	4	5	4.00	
	Number of Application Leave prepared	Application for Leave	6	15	5	5	4	4.67	
	Number of PDS prepared/ updated	Personal Data Sheet	1	2	3	4	5	4.00	
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	5	12	5	4	5	4.67	
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	3	15	5	5	4	4.67	
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	20	5	4	5	4.67	
Recording of in-coming/out-going	Number of documents	Communication/docs logged/	30	80	5	4	4	4.33	
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	50	4	5	4	4.33	
Attendance to meetings	Number of hours	Meetings attended/Facilitated							
Attendance to seminars/trngs. workshop/conferences	Number of days of		2	6	4	5	4	4.33	
Treasurer's Report	Number of Financial Report	Financial report center activity	2	5	4	5	4	4.33	
Messengerial	Number of documents/ submitted/retrieved	for processeing & follow - up	3	10	4	4	5	4.33	
Photocopying/printing services	Number of copies	Documents photocopied/ printed	35	100	5	5	5	5.00	

Records all finished products into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit & products displayed outside NARC-VSU during agri industrial fair	50	65	3	4	5	4.00	
into logbook and issues payment to abaca handicraft weavers									
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/entertained Answers phonecalls in-coming calls	Briefed/entertained visitors assisted	50	125	3	5	4	4.00	
<b>Total Over-all Rating</b>								4.49	
<b>Ave. Rating</b> (Total Over-all rating divided by 4)					Comments & Recommendation for Development  She is conscienceous & tried to do her best.				
<b>Additional Points:</b>									
Punctuality	-								
Approved Additional points	-								
(with copy of approval)									
<b>FINAL RATING</b>	<b>4.49</b>								
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>								

Evaluated & Rated by:

Recommending Approval:

Approved by:

FELICIANO G. SINON

NARC, Director

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

JOSE L. BACUSMO

Director for Research

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

OTHELLO B. CARUNO

Vice President for Res. & Extension

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

## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **MARIA ZAIDA A. FLORES**

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
Preparation of:								
1	No. of trip tickets prepared	10	July. 1, 2020	Dec. 31, 2020	15	Very Impressive	O	She is conscientious and tried to do her best.
2	No. of RIS prepared	10	July. 1, 2020	Dec. 31, 2020	15	Very Impressive	O	
3	No. of OS/BUS	6	July. 1, 2020	Dec. 31, 2020	12	Very Impressive	O	
4	No. T.Os prepared	15	July. 1, 2020	Dec. 31, 2020	35	Very Impressive	O	
5	No. of Itinerary of travel	5	July. 1, 2020	Dec. 31, 2020	7	Impressive	VS	
6	No. of certificates of travel completely prepared	5	July. 1, 2020	Dec. 31, 2020	7	Very Impressive	O	
7	No. of Appointment as NARC OIC	5	As per request on each month		10	Very Impressive	O	
8	No. of cash advances prepared	6	July. 1, 2020	Dec. 31, 2020	8	Very Impressive	O	
9	No. of liquidations report prepared	5	July. 1, 2020	Dec. 31, 2020	10	Very Impressive	O	
10	No. of job requests	2	July. 1, 2020	Dec. 31, 2020	8	Very Impressive	O	

11	No. of PR's	12	July. 1, 2020	Dec. 31, 2020	25	Very Impressive	O	
12	Number of DV's	12	July. 1, 2020	Dec. 31, 2020	25	Very Impressive	O	
13	No. of VAT cert. prepared	5	July. 1, 2020	Dec. 31, 2020	7	Impressive	VS	
14	No. of IAR's prepared	6	July. 1, 2020	Dec. 31, 2020	20	Very Impressive	O	
15	No. of claims/reimbursement prepared	5	July. 1, 2020	Dec. 31, 2020	10	Impressive	VS	
16	No. of DTRs/CSR	8	Monthly		6	Impressive	VS	
17	No. of application leave prepared	6	As per request		15	Very Impressive	O	
18	No. of PDS prepared/updated	1	Every 1 <sup>st</sup> renewal		2	Impressive	VS	
19	No. of emergency purchase/justification	5	As per request		12	Very Impressive	O	
20	No. of letters/accomplishment report	3	July. 1, 2020	Dec. 31, 2020	15	Impressive	VS	
21	No. of staff cleared from accountability	5	July. 1, 2020	Dec. 31, 2020	20	Impressive	VS	
22	No. of documents recorded (incoming/outgoing)	30	July. 1, 2020	Dec. 31, 2020	80	Impressive	VS	
23	No. of consolidated/bound files documents	15	Every end of each quarter (Mar. and June 2020)		50	Impressive	VS	
24	No. of hours/days attended to meetings/seminars/trainings/workshop/conferences	2	As scheduled		6	Impressive	VS	
25	No. of financial report (Treasurer's report made)	2	When needed during monthly meeting		5	Impressive	VS	
26	No. of documents submitted/retrieved (messengerial)	3	July. 1, 2020	Dec. 31, 2020	10	Impressive	VS	

27	No. of copies photocopied/printed	35	As per request		100	Very Impressive	O	
28	No. of faculty evaluated/facilitated as assigned	2	As scheduled before semester ended		5	Impressive	VS	
29	No. of hours performed as other duties Re: Finished products for NARC/Technomart exhibits	50	Every Tuesday and Thursday of the month at NARC and Quarterly at Technomart		65	Very Impressive	O	
30	No. of hours spent to visitors (walked-in and announced) on briefing and answered incoming phone calls	50	July. 1, 2020	Dec. 31, 2020	125	Very Impressive	O	

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

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

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head



"Exhibit O"

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December, 2020**

Name of Staff: **MARIA ZAIDA A. FLORES**

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		57				

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		4.75				

Overall recommendation : **OUTSTANDING**

  
**FELICIANO G. SINON**  
 Name of Head/Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

- 
- To act as committee chairperson
  - Process office documents
  - Assists entertaining visitor and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

Date: Jan.1, 2021 Target Date: June 30, 2021

Next Step:

Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

She is conscientious and tried to do her best.

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head