

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

Name of Administrative Staff: ELMERA Y. BAÑOC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>


TOTAL NUMERICAL RATING: 4.90

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

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding


Prepared by:  
  
ELMERA Y. BAÑOC  
Name of Staff

Reviewed by:  
  
OTHELLO B. CAPUNO  
Department/Office Head

Recommending Approval:

  
OTHELLO B. CAPUNO  
Dean/Director

Approved:

  
OTHELLO B. CAPUNO  
Vice President


Visayas State University  
**OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION**  
 Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, ELMERA Y. BANOC, Science Research Assistant/VICARP, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2018**.

  
**ELMERA Y. BANOC**  
 SRA

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

  
**OTHELLO B. CAPUNO**  
 Head of Unit/Office

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

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
<b>UMFO 3. Research Services</b>										
<b>TPTO MFO 1. Regional Applied Communication Office (RACO) Management Services</b>										
	<b>PI 1.</b> Number of RDE news and features articles published		Wrote and published articles in VICARP Website/VICAARP Highlights	5	6	5	5	5	5.00	
	<b>PI 2.</b> Number of new and existing products labels produced		Layouted and re-layouted packaged products	5	6	5	5	4	4.67	
	<b>PI 3.</b> Number of tarpaulins produced		Layouted tarpaulins for events and promotions	5	10	5	5	5	5.00	

PI 4. Number of beneficiaries served								
Individuals	Facilitated and assisted clients who availed IEC materials and VSU products displayed at Technomart	1,500	3000	5	5	5	5.00	
PI 7. Number of assisted and facilitated research proposals	Drafted/Assisted and facilitated submission of research proposals (1) Pineapple FIESTA Proposal, (2) RSTW 2018 Proposal	2	2	5	5	5	5.00	

**TPTO MFO 2. Extension Services**

PI 1. Number of Extension delivery services conducted/coordinated/participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Conducted, coordinated and participated (1) CHED exhibit on May 2018 (2) VSU Anniversary participation of various events (3) Coordinated workshops on ASAP/TBI projects	2	3	5	5	5	5.00	
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**TPTO MFO 3. Capacity Building**


PI 1. Number of trainings/workshop attended	Attended seminars/trainings (1) Training on Event Management on March 22-23 at Makati (2) attended PCAARRD's Anniversary on June 22, 2018 (3) Attended ISO workshop at VSU (4) STARBOOKS workshop at DOST8 (5) First National Training for DOST AFTBI on Feb 19-23 Baguio City	3	5	5	5	5	5.00	
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**TPTO MFO 4. Administrative and Facilitative Services**

PI 1: Number of VICARP member agencies facilitated for the conduct of campus visit, symposium and meetings	Facilitated/documented surveys and meetings	24	24	5	5	5	5.00	
PI 2: Percentage of administrative documents acted on time (PRs, Billings, prepared tokens)	Acted on time administrative documents	95%	100%	4	5	5	4.67	

PI 3: Number of products variety displayed/managed in the Technomart and Pasalubong Counter	Monitored the business flow of the S & T products displayed at Technomart	50	50	5	5	5	5.00
PI 4: Number of trainings assisted and facilitated	Assisted and facilitated training on (1) TBI Orientation (2) Operational Planning (3) Assisted Professorial Chair Award Lecture	2	3	5	5	5	5.00
PI 5: Percentage of participation as committee member	Acted as committee members of the following events: (1)VICAARP-RRDEN RAC-RRDCC Meeting (2) VSU Anniversary (2) Curriculum review (3) 28 <sup>th</sup> RDE Symposium	100%	100%	5	5	5	5.00
PI 6: Number of Rooms cleaned, maintained and monitored	Kept the entire Technomart and Pasalubong Counter clean (2 CRs, students cubicle and display areas)	3	3	5	5	5	5.00
PI 7: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors on various university related activities/programs/projects and seminars	As requested	10	5	5	5	5.00
Total Over-all Rating							69.34
Average Rating							4.95
Adjectival Rating							

Evaluated and Rated by:  
  
**OTHELLO B. CAPUNO**  
 Director, VIOARP  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**OTHELLO B. CAPUNO, Ph.D.**  
 Vice President for Research and Extension  
 Date: \_\_\_\_\_

Approved:  
  
**OTHELLO B. CAPUNO**  
 VP, R & E  
 Date: \_\_\_\_\_

Comments & Recommendations  
 1. Very hard working & all-around staff member  
 2. Find extra time (focus to finish your MS degree.  
 etc

**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June, 2018

Name of Staff: ELMERA Y. BAÑOC

Position: SRA

**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

<b>A. Commitment (both for subordinates and supervisors)</b>	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 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
<b>Total Score</b>					<b>57</b>

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
OTHELLO B. CAPUNO  
 Name of Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Elmera Y. Bañoc  
Performance Rating: Outstanding

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

1. Constant follow up of the plans and targets.
2. Encourage to finish Masteral Degree in Language Teaching.

Result:

1. Problems and issues are immediately addressed.
2. Enhance the capacity and ability to perform the tasks assigned especially in the knowledge management and event management for the consortium.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

1. Empowering the staff to excel in her workplace in order to contribute for the betterment of the consortium and for the host university.

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

  
OTHELLO B. CAPUNO  
Unit Head

Conforme:

  
ELMERA Y. BAÑOC  
Name of Ratee Faculty/Staff