

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ANDREO VILLOCINO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.49
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


ANDREO VILLOCINO
Name of Staff

Reviewed by:


BERTA C. RATILLA
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

COMPUTATION OF FINAL AVERAGE RATING FOR
ADMINISTRATIVE STAFF

(Name of Administrative Staff: MR. C. W. LLOYD)

Period	Rating	Weight	Product
1. Period	4.00	10%	0.40
2. Period	4.00	10%	0.40
3. Period	4.00	10%	0.40
4. Period	4.00	10%	0.40
5. Period	4.00	10%	0.40
6. Period	4.00	10%	0.40
7. Period	4.00	10%	0.40
8. Period	4.00	10%	0.40
9. Period	4.00	10%	0.40
10. Period	4.00	10%	0.40
TOTAL	4.00	100%	4.00

TOTAL NUMERICAL RATING
Add Additional Approved Rating if any
TOTAL NUMERICAL RATING

ADJUSTED RATING

Proposed by:

ANDREW L. LLOYD
Director

Reviewed by:

VICTOR E. LLOYD
Deputy

Approved

SEATTLE, WASH.

Very Respectfully,

ADMINISTRATIVE

Reviewed by:

ALBERT C. LLOYD
Department Head

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ANDREO P. VILLOCINO, Administrative Aide III of the Department of Agronomy, 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 to December 2018.

ANDREO P. VILLOCINO

Administrative Aide III

Date: Jan 28 - 2019

BERTA C. RATILLA

Head, Department of Agronomy

Date: Jan. 28, 2019

MFO No.	MFO Description	Success Indicator (SI)	%	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPI MFO 1. Administrative and Facilitative Services											
		Number of trips/travels made			20	35	5	5	5	5.00	
		Number of repairs and maintenance made on DOA vehicle and equipment		Maintains and does minor repairs of the DOA vehicle, tractor, grass cutter and sprayers	6	18	5	5	4.9	4.97	
		Number of DOA classrooms, lawn and buildings premises cleaned and maintained		Cleans and maintains DOA classrooms and its premises	6	12	5	5	4.9	4.97	
Total Over-all Rating											14.85
Average Rating											5.00 5.00 4.93 4.98
Adjectival Rating											OUTSTANDING

Comments and Recommendations for Development Purpose:

You may attend other skills training.

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Evaluated and Rated by:


BERTA C. RATILLA

Head, Department of Agronomy

Date: Jan. 28, 2019

Recommending Approval:


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF
ADMINISTRATIVE STAFF

Rating Period: July-December 2018

Name of Staff/Position: ANDREO VILLOCINO (Administrative Aide II)

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 exceed 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
1	Poor	The staff fails job requirements.

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's	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	5	4	3	2	1
4. Accepts all assigned task as his/her share of the office targets and	5	4	3	2	1
5. Commits himself/herself to help attain the targets of his/her office by	5	4	3	2	1
6. Regularly reports to work on time, logs in upon arrival, secures pass	5	4	3	2	1
7. Keeps accurate records of his/her work which is easily retrievable when	5	4	3	2	1
8. Suggest new ways to further improve her work and the services of the	5	4	3	2	1
9. Accepts additional tasks assigned by the head or by higher offices	5	4	3	2	1
10. Maximizes office hours during lean periods by performing non-routine	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations	5	4	3	2	1
12. Willing to be trained and developed.	5	4	3	2	1
Total Score	58				
B. Leadership and Management (For supervisors only to be rated by	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust,	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates	5	4	3	2	1
Total Score	N/A				
Average Score	4.83				

Overall Recommendation: _____


BERTA C. RATILLA
Name of Head

BERTA C. RATILLA

Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANDREO P. VILLOCINO

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step:

To attend trainings and seminars to improve skills and be able to assess TESDA-related courses

Result:

Attended trainings & improved skills

Date: January 2019

Target Date: December 2019

Next Step:

To enhance skills other than being a driver

Outcome: Well-rounded individual

Final Step/Recommendation:

Prepared by:


BERTA C. RATILLA
Unit Head

