

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: ALBERTO F. VALIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.67	70%	3.269
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.27	30%	1.281
TOTAL NUMERICAL RATING			4.550

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: OUTSTANDING

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, ALBERTO F. VALIDA, Science Research Assistant 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.


ALBERTO F. VALIDA

Ratee

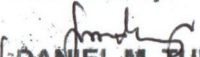
Recommending Approval: 
LUZ O. MORENO
Project/Study Leader


FELICIANO G. SINON
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments		RATING				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services										
	No. of parental materials monitored	Monitoring of flowering	50 20	60		4	✓	✓	4.67	
	No. of crosses performed	Hybridization/Pollination	20	23		4	✓	✓	4.67	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	1250	1732		✓	✓	✓	5	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	500 600	600		4	✓	✓	4.67	
	No. of hybrid seedlings transplanted	Field transplanting	150	150		3	✓	✓	4.33	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	150	150		3	✓	✓	4.33	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	2	4		✓	✓	✓	5	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	50	60		4	✓	✓	4.67	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
Others:		Serve as resource person on hybridization technique of abaca	100%	100%	4	5	5		4.67
Total Over-all Rating								4.67	92% OUTSTANDING

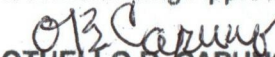
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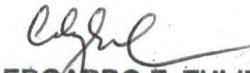

DANIEL M. TUDTU
 Planning Office

Calibrated by:


REMBERTO A. PATINDOL
 PMT

Recommending Approval:


OTHELLO B. CAPUNO
 Vice President


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: ALBERTO F. VALIDA

Position: Science Research Assistant


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 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
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 : _____


LUZ O. MORENO
 Project Leader/Study Leader