

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff/Position: ANDREO P. VILLOCINO (Administrative Aide III)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.87


TOTAL NUMERICAL RATING: 4.87  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Evaluated and Rated by:


  
ANDREO P. VILLOCINO  
Name of Staff

  
BERTA C. RATILLA, PhD.  
Head, Dept. of Agronomy

Recommending Approval:

  
VICTOR B. ASIO, PhD.  
Dean, College of Agriculture and Food Science

Approved:

  
BEATRIZ S. BELONIAS, PhD.  
Vice President, Instruction

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Staff/Position: ANDREW P. VILLOJO (Administrative Aide III)

Particulars	Numerical Rating	Percentage Weight	Final Numerical Rating
(1)	(2)	(3)	(4)
1. Numerical Rating per ROR	4.00	70%	2.80
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.20
		TOTAL NUMERICAL RATING	4.00

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

4.00  
0.00  
4.00

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Evaluated and Rated by:

BEATY C. RAY, JR.  
Head, Dept. of Agronomy

ANDREW P. VILLOJO  
Name of Staff

Recommending Approver:

VICTOR B. ASOLINO  
Dean, College of Agriculture and Food Sciences

Approved

BEATY C. RAY, JR.  
Vice President, Instruction

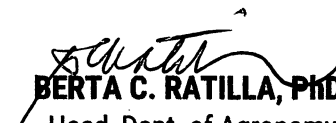
Visayas State University  
College of Agriculture Food and Science  
**DEPARTMENT OF AGRONOMY**  
Visca, Baybay City, Leyte

### 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 January to June 2018.

  
**ANDREO P. VILLOCINO**  
Administrative Aide III

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

  
**BERTA C. RATILLA, PhD.**  
Head, Dept. of Agronomy

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

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
General Administrative Support Services (GASS)	No. trips, travels, hauling soils, plants, rice seeds, for instruction, research, extension and production	Drives the DOA assigned vehicle to haul, and conduct staff within VSU campus and outside VSU for trips related to research, extension and production	25	35	5	5	5	5.00	
	No. of times repairs and maintenance on vehicle/equipment were made	Maintains and does minor repairs of the Seednet Pick-Up, tractor grass cutter and sprayers	12	18	5	5	4.8	4.93	
	No. of classrooms, DOA lawn and building premises, CRS cleaned and maintained	Cleans and maintain classrooms DOA area and CRS.	8	12	5	4.8	5	4.93	
Total Over-all Rating								14.87	

Miss Bessie Galt  
Department of Geography  
College of Agriculture  
University of Arizona  
Tucson, Arizona


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Average Rating (Total Over-all rating/3)		4.96
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and Rated by:

  
**BERTA C. RATILLA, PhD.**  
Head, Dept. of Agronomy  
Date: \_\_\_\_\_


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

Recommending Approval:

  
**VICTOR B. ASIO, PhD.**  
Dean, College of Agriculture and Food Science  
Date: \_\_\_\_\_

Comments & Recommendations for  
Development Purpose:  
*attend training, NC2*

Approved by:

  
**BEATRIZ S. BELONIAS, PhD.**  
Vice President, Instruction  
Date: \_\_\_\_\_

# **INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF**

Rating Period: January - June 2018

Name of Staff/Position: **ANDREO P. VILLOCINO (Administrative Aide III)**

**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 requirements.
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 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 task 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/her work which is easily retrievable when needed.	5	4	3	2	1	
8. Suggest 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 the clientele.	5	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1	
12. Willing to be trained and developed.	5	4	3	2	1	
Total Score		56				
B. Leadership and 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 the 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	N/A				
Average Score	4.67				

Overall Recommendation: \_\_\_\_\_

  
**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: June2018

Target Date: December 2018

First Step:

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

Result:

Attended TM training related to skills

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

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**BERTA C. RATILLA**  
Unit Head

REPORT ON THE PROGRESS OF THE WORK

REPORT ON THE PROGRESS OF THE WORK  
FOR THE YEAR 1900

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