



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARK ANTHONY T. CINCO**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>5.00</b>

TOTAL NUMERICAL RATING: **5.00**

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

TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**MARK ANTHONY T. CINCO**  
Name of Staff

Reviewed by:

**LUZ O. MORENO**  
Project Leader

Recommending Approval:

**ROMEL B. ARMECIN**  
NARC, Director

Approved:


**SANTIAGO J. PEÑA JR.**  
Vice- President for RE&I


# VISAYAS STATE UNIVERSITY


Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARK ANTHONY T. CINCO**, 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 ~~accomplishments~~ in accordance with the indicated measures for the period **January 2024 to June 2024**.

  
**MARK ANTHONY T. CINCO**  
Ratee  
Date: 7/11/24

Recommending Approval:   
**LUZ O. MORENO**  
Project/Study Leader  
Date: 7/11/24

  
**ROMEL B. ARMECIN**  
Head of Unit  
Date: 7/12/24

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO2: Research Services</b>									
	No. of parental materials monitored	Monitoring of flowering	20	25	5	5	5	5	
	No. of crosses performed	Hybridization/Pollination	15	20	5	5	5	5	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	250	1900	5	5	5	5	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	200	450	5	5	5	5	
	No. of hybrid seedlings transplanted	Field transplanting	30	102	5	5	5	5	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	50	70	5	5	5	5	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	1	4	5	5	5	5	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	15	25	5	5	5	5	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	RATING				Remarks
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Others:		Serve as resource person on		1				
		hybridization technique of abaca						
Total Over-all Rating								
	Ave. Rating (Total Over-all rating)							Comments & Recommendations for Development Purposes: <i>Outstanding performance. Recommended for to attend trainings / seminars related to his job -</i>
	Additional Points:							
	Punctuality	-						
	Approved Additional points	-						
	(with copy of approval)							
	FINAL RATING							
	ADJECTIVAL RATING							

Evaluated and Rated by:

*[Signature]*  
**ROMEL B. ARMECIN**

Director

Date: 7/12/24

Recommending Approval:

*[Signature]*  
**IVY C. EMNACE**

Director for Research

Date: 7/16/24

Approved by:

*[Signature]*  
**SANTIAGO T. PEÑA JR**

Vice President for RE & I

Date: 7/18/24

## Exhibit I

## PERFORMANCE MONITORING

Name of Employee: **MARK ANTHONY T. CINCO**

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
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of parental materials monitored	20	Jan. 1, 2024	June 30, 2024	25	Very Impressive	O	Outstanding performance. Recommended to attend trainings/seminars related to his job.
2	No. of crosses performed	15	Monthly activity		20	Very Impressive	O	
3	No. of seeds harvested	250	Jan. 1, 2024	June 30, 2024	1,900	Very Impressive	O	
4	No. of hybrid seedlings maintained	200	Jan. 1, 2024	June 30, 2024	450	Very Impressive	O	
5	No. of selected hybrid seedlings maintained	30	Jan. 1, 2024	June 30, 2024	102	Very Impressive	O	
	No. of hybrid seedlings transplanted	50	Jan. 1, 2024	June 30, 2024	70	Very Impressive	O	
6	No. of promising ABTV resistant hybrids selected	1	Jan. 1, 2024	June 30, 2024	4	Very Impressive	O	
7	No. of hybrid progenies harvested	50	Jan. 1, 2024	June 30, 2024	25	Very Impressive	O	

Others: (at least 10% of total tasks)							
8	Served as resource person on hybridization technique of abaca		As assigned	1	Very Impressive	O	

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

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

Prepared by:


  
**LUZ O. MORENO**  
 Study leader

Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2024

Name of Staff: **MARK ANTHONY T. CINCO**  
**Assistant**

Position: **Science Research**

**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		60				

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		5.0				

Overall recommendation

: Outstanding / for promotion.

  
**LUZ O. MORENO**  
 Project./Study Leader

Vision:  
Mission:

A globally competitive university for science, technology, and environmental conservation.  
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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