

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**Name of Administrative Staff: **Francisco M. Valenzona**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	x 70%	3.500
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>5.000</b>


TOTAL NUMERICAL RATING: **4.98**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.98**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

  
**FRANCISCO M. VALENZONA**  
Admin Aide  
**CHRISTINA A. GABRILLO**  
Head, DDC

Recommending Approval:

  
**VICTOR B. ASIO**  
CAFS, Dean


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction


Visayas State University  
**DEPARTMENT OF DEVELOPMENT COMMUNICATION**  
**COLLEGE OF AGRICULTURE AND FOOD SCIENCE**  
Visca, Baybay City, Leyte

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

I, FRANCISCO M. VALENZONA, a support staff of the Department of Development Communication, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of JULY TO DECEMBER 2019.

  
**FRANCISCO M. VALENZONA**  
Ratee

APPROVED:

  
**CHRISTINA A. GABRILLO**  
Head of Unit

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
<b>OVPI MFO 6: General Administration and Support Services</b>										
6	General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	UTILITY/MESSENGERIAL SERVICES/ERRANDS	300	800	5.0	5.0	5.0	5.0	
		Number of academic lecture/laboratory rooms maintained	DAILY CLEANING AND MAINTENANCE	5.00	11.00	5.0	5.0	5.0	5.0	
		Area of lawn maintained (sq.m, approx.)	LAWN MOWER		100.00	5.0	5.0	5.0	5.0	
		Number of faculty rooms cleaned daily	DAILY CLEANING AND MAINTENANCE		10.00	5.0	5.0	5.0	5.0	

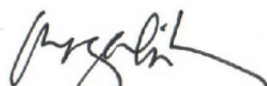
		Zero percent complaint from clients served	GOOD RAPPORT TO CLIENTS	0.00	0.00	5.0	5.0	5.0	5.0	
						25.00				
Total Over-all Rating						5.00				
Adjectival Rating						OUTSTANDING				


Average Rating (Total Over-all rating)			25.00	Comments and Recommendations for Development Purpose <i>Encourage other faculty to publish</i>
Additional points:				
Punctuality				
Approved additional points				
FINAL RATING			5.00	
ADJECTIVAL RATING			OUTSTANDING	


Evaluated and Rated by:

Recommending Approval:

Approved:

  
**CHRISTINA A. GABRILLO**  
Head, DDC  
Date: \_\_\_\_\_

  
**VICTOR B. ASIO**  
Dean, CAFS  
Date: \_\_\_\_\_

  
**BEATRIZ S. BEZONIAS**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019

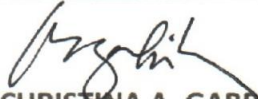
Name of Staff: Francisco M. Valenzona Position: Admin Aide III

**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 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				
Average Score		5.0				

Overall recommendation : Outstanding

  
**CHRISTINA A. GABRILLO**  
 Head, DDC

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Francisco M. Valenzona**

Performance Rating: **Outstanding**

Aim: To maintain the office documents delivered and followed up/errands made, academic lecture/laboratory rooms, faculty rooms cleaned daily, etc.

Proposed Interventions to Improve Performance:

Date: July 2019

Target Date: December 2019

First Step: Attend training seminar for Administrative Staff.

Result: Improved service and work values.

Date: July 2019


Target Date: December 2019

Next Step: Learn from previous experiences in the service delivery.

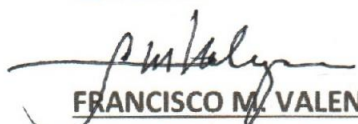
Outcome: Efficient delivery of support services at DDC.

Final Step/Recommendation: Keep it up.

Prepared by:

  
**CHRISTINA A. GABRILLO**  
DDC Head

Conforme:

  
**FRANCISCO M. VALENZONA**  
Ratee Faculty/Staff