



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARIO A. VALENZONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.63	70%	3.241
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.392
<b>TOTAL NUMERICAL RATING</b>			<b>4.633</b>


TOTAL NUMERICAL RATING: **4.600**

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

TOTAL NUMERICAL RATING: **4.600**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**MARIO A. VALENZONA**  
Name of Staff


Reviewed by:

  
**FELICIANO G. SINON**  
NARC, Director

Recommending Approval:

  
**FELICIANO G. SINON**  
NARC, Director

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President of R, E & I

# **VISAYAS STATE UNIVERSITY**


Visca, Baybay City, Leyte, Philippines

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

I, **MARIO A. VALENZONA**, Science Research Aide of the **National Abaca Research Center-Visayas State University** commits to deliver ar  
to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan **2020** to June **2020**.

  
**MARIO A. VALENZONA**  
Ratee

Approval:

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

  
**FELICIANO G. SINON**  
NARC, Director

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>		<b>Research: At least 90% of total tasks</b>							
<b>Field Evaluation</b>	Number of tissue-cultured plantlets	Potted and hardened plantlets of	250	300	5	5	4	<b>4.67</b>	
	of promising abaca accessions potted and	promising abaca accessions							
	hardened for field evaluation in another area								
	Number of missing hills replanted	Replant missing hills	75	100	5	5	5	<b>5.00</b>	
	Number of laborers supervised in all	Supervise laborers in all research	1	4	5	5	5	<b>5.00</b>	
	research related activities	related activities							
	Number of reports prepared	Research report prepared	1	1	3	4	5	<b>4.00</b>	
	Number of experiment area set-up	Prepare area by cleaning,	1	1	3	5	5	<b>4.33</b>	
	outside VSU	layouting, and digging of holes							
	Number of experimental area maintained	Visit and cleaning done every 3 mos	1	1	3	5	5	<b>4.33</b>	
	and monitored	and employ farming practices							
		<b>Others: At least 10% of total tasks</b>							
<b>Others:</b>	Number of center related activities assisted	Assist in center related activities (booth	1	1	3	5	5	<b>4.33</b>	
		construction, designing and decoration)							
	Number of center committee membership	Perform center committee membership	1	2	5	5	5	<b>5.00</b>	
	assignments	assignments							
	Number of laborers supervised in cleaning	Supervise laborers in VSU cleaning as	1	2	5	5	5	<b>5.00</b>	
	the VSU campus	requested by Sir Capuno							

<b>Total Over-all Rating</b>									<b>41.66</b>
Ave. Rating (Total Over-all rating divided by									<b>Comments &amp; Recommendations for Development Purposes:</b>  Hardworking, reliable and woks harmoniously with co-workers.
Additional Points:									
Punctuality		-							
Approved Additional points		-							
(with copy of approval)									
<b>FINAL RATING</b>							<b>4.63</b>		
<b>ADJECTIVAL RATING</b>							<b>OUTSTANDING</b>		

Evaluated and Rated by:

  
**FELICIANO G. SINON**  
Director

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

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

Recommending Approval:

  
**FELICIANO G. SINON**  
Director

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

Approved by:

  
**OTHELLO B. CAPUNO**  
Vise-President

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



## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **MARIO A. VALENZONA**


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
<b>MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)</b>								
1	No. of tissue-cultured plantlets of promising abaca accessions potted and hardened	250	Mar. 1, 2020	Apr. 30, 2020	300	Very Impressive	O	Hardworking, reliable and works harmoniously with co-workers.
2	No. of missing hills replanted	75	Monthly activity		100	Very Impressive	O	
3	No. of laborers supervised in all research related activities	1	Jan. 1, 2020	June 30, 2020	4	Very Impressive	O	
4	No. of reports prepared	1	May. 15, 2020	June. 15, 2020	1	Impressive	VS	
5	Prepare area by cleaning.... of holes	1	As schedule		1	Impressive	VS	
6	Visit and cleaning done every 3 mos. And employ farming practives	1	By quarter		1	Impressive	VS	

Others: (at least 10% of total tasks)							
7	No. of center related activities assisted	1	As assigned	1	Impressive	VS	
8	No. of center committee membership assignments	1	As assigned	2	Very Impressive	O	
9	Surveyed and visited new area	1	As scheduled				
10	No. of laborers supervised in cleaning the VSU campus	2	As scheduled	2	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, 2020**

Name of Staff: **MARIO A. VALENZONA** Position: **Science Research Aide**

**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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		51				



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		51				
Average Score		4.64				
OUTSTANDING						

Overall recommendation : Highly committed to deliver expected quality outputs.

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO A. VALENZONA**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Prepare periodic plan of activities and targets on "Field evaluation of promising abaca accessions and hybrids"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

Hardworking, reliable and works harmoniously with co-workers.

Prepared by:

  
**LUZ O. MORENO**  
Project Leader