



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **CEILO F. SEÑARA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.304
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.149
TOTAL NUMERICAL RATING			4.453

TOTAL NUMERICAL RATING: **4.453**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.453**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

CEILO F. SEÑARA
Name of Staff

Reviewed by:

ROBELYN T. PIAMONTE
NARC, Director

Recommending Approval:

ROBELYN T. PIAMONTE
NARC, Director

Approved:

MARIA JULIET C. CENIZA
Vice- President of R, E & I

"Exhibit B"

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CIELO F. SEÑARA**, *Administrative Aide III* 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 **January 2021 to June 2021**.

CIELO F. SEÑARA
Ratee

Approved: **ROBELYN T. PIAMONTE**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
Preparation of:	Number of trip tickets prepared	Trip tickets	5	16	4	5	5	4.67	
	Number of RIS prepared	Requisition Issue Slip (RIS)	5	17	5	5	5	5.00	
	Number of TO prepared	Travel Orders (TO)	5	13	5	5	5	5.00	
	Number of Itinerary of Travel	Itinerary of Travel	5	5	3	4	5	4.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	4	5	3	5	4	4.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	1	1	3	4	5	4.00	
	Number of cash advances/Petty Cash prepared	Cash Advances/Petty Cash	2	7	4	4	5	4.33	
	Number of liquidations prepared	Liquidation Report	2	2	3	4	5	4.00	
	a. Cash advance of accountable officer		2	7	3	4	5	4.00	
	b. Travel							-	

	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	12	5	5	5	5.00	
	Number of Payrolls prepared	Payroll prepared	40	83	5	5	5	5.00	
	Number of application for leave prepared	Application for Leave	4	6	4	5	4	4.33	
	Number of appointments/contracts prepared	Appointments/Contracts	40	59	4	5	4	4.33	
	Number of PRs	Purchase Request (PR)	40	50	5	4	5	4.67	
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	40	120	5	5	4	4.67	
	Number of DVs	Disbursement Voucher (DV)	40	51	5	5	5	5.00	
	Number of IARs prepared	Inspection & Acceptance Report	15	35	5	5	4	4.67	
	Number of claims/ reimbursements prepared	Claims/Reimbursements	40	55	5	4	4	4.33	
	Job order/requests prepared	Job order/requests	4	15	5	4	5	4.67	
	Number of accomplishment report prepared	Accomplishment Reports	40	100	5	5	5	5.00	
Attendance to meetings	Number of hours	Meetings attended	5	6	5	4	5	4.67	
Attendance to seminar/ trainings/ workshops/ conference	Number of days of attendance	Trainings/seminar workshops/conference attended						-	
PMS Reports/Forms	Number of contracts prepared	PMS contracts prepared	4	5	3	4	5	4.00	
Messengerial	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	40	50	4	5	5	4.67	
Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	500	1000	5	5	5	5.00	

Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	1	1	3	4	5	4.00	
Information & Technology	Number of installations done	Client System Installation	1	1	3	5	5	4.33	
	- virus detection and removal		1	1	3	4	5	4.00	
	- backing-up of data files		1	1	3	5	5	4.33	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	20	20	3	4	5	4.00	
Alay Linis	No. of alay linis attended	Attend alay linis	1	1	3	4	5	4.00	
Total Over-all Rating								4.32	

Ave. Rating (Total Over-all rating)		4.44
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.44
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendation for Development Purpose:

Responsible and efficient on his job.

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROBELYN T. PIAMONTE

Director, NARC

Date: 24 June 2021

ROSA OPHELIA D. VELARDE

Director for Research

Date: _____

MARIA JULIET C. CENIZA

OVPREI

Date: June 30, 2021

Exhibit I

PERFORMANCE MONITORINGName of Employee: **CIELO F. SEÑARA**

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
Preparation of:								
1	No. of trip tickets prepared	5	Jan. 1, 2021	June 30, 2021	16	Very Impressive	O	He is on time and left no job unfinished
2	No. of RIS prepared	5	Jan. 1, 2021	June 30, 2021	17	Very Impressive	O	
3	No. T.Os prepared	5	As scheduled		13	Very Impressive	O	
4	No. of Itinerary of travel	5	As schedule		5	Impressive	VS	
5	No. of certificates of travel completely prepared	4	As scheduled		5	Impressive	VS	
6	No. of certificates of travel completed (CTC) prepared	1	As scheduled		1	Impressive	VS	
7	No. of cash advances prepared	2	As scheduled		7	Impressive	VS	
8	No. of liquidations report prepared	2	As per request upon completion of travel		2	Impressive	VS	
9	a. No. of cash advance of accountable officer	2	As released		7	Impressive	VS	
	b. Travel							

10	No. of DTRs/CSR prepared	6	Jan. 1, 2021	June 30, 2021	12	Very Impressive	O
11	No. of payrols prepared	40	Jan. 1, 2020	June 30, 2021	83	Very Impressive	O
12	No. of application leave prepared	4	As per request		6	Impressive	VS
13	No. of appointments/contract prepared	40	Jan. 1, 2021	June 30, 2021	59	Impressive	VS
14	No. of PRs	40	Jan. 1, 2021	June 30, 2021	50	Very Impressive	O
15	No. of OR/BUR	40	Jan. 1, 2021	June 30, 2021	120	Very Impressive	O
16	No. of DVs	40	Jan. 1, 2021	June 30, 2021	51	Very Impressive	O
17	No. of IARS prepared	15	Jan. 1, 2020	June 30, 2021	35	Very Impressive	O
18	No. of claims/reimbursements prepared	40	As per request		55	Impressive	VS
19	Job order/requests prepared	4	Jan. 1, 2021	June 30, 2021	15	Very Impressive	O
20	No. of PDS prepared/updated	-	As per request		-		
21	No. of accomplishment report prepared	40	Jan. 1, 2021	June 30, 2021	100	Very Impressive	O
22	No. of VAT prepared						
23	No. of hours/days attended to meetings	5	As scheduled		6	Very Impressive	O
24	No. of hours/days attended to seminars/trainings/workshop/conferences						
25	No. of contracts prepared	4	As scheduled		5	Impressive	VS
26	No. of documents submitted/retrieved	40	As scheduled		50	Very Impressive	O

27	No. of copies photocopied/printed	500	Jan. 1, 2021	June 30, 2021	1000	Very Impressive	O	
28	No. of committee assignments	1	As per request		1	Impressive	VS	
29	No. of installation done	1	As per request		1	Impressive	VS	
	- Virus detection and removal	1			1	Impressive	VS	
	- Backing-up of data files	1				Impressive	VS	
30	No. of hours meetings, seminars/training and classes observed	20	As scheduled		20	Impressive	VS	
31	No. of "Alay Linis" attended	1	As per request		1	Imperative	VS	

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

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

Prepared by:


ROBELYN T. PIAMONTE
NARC, Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CIELO F. SEÑARA**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To have a smooth office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: June 30, 2021

First Step:

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- To act as chairman in assigned committee
 - To maintain the working efficiency of office equipment
 - Facilitate in the production of office documents

Result:

-
- Well-organized committee outputs
 - Effective and efficient office equipment
 - Well-facilitated office documents
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Date: July 1, 2021 Target Date: December 31, 2021

Next Step: Assist the director in the conduct of the center's activities and render overtime if necessary.

Outcome: effective and efficient office operation

Final Step/Recommendation:

Responsible and efficient on his job.

Prepared by:


ROBELYN T. PIAMONTE
Unit Head