

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.06	70%	2.842
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.216

TOTAL NUMERICAL RATING: **4.216**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.216**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

CIELO F. SEÑARA
Name of Staff

Reviewed by:

FELICIANO G. SINON
Department/Office Head

Recommending Approval:

FELICIANO G. SINON
Director

Approved:

OTHELLO B. CAPUNO
Vice- President

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 **July 2018 to December 2018**.

CIELO F. SEÑARA
Ratee

Approved: **FELICIANO G. SINON**
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	20	26	4	4	5	4.33	
	Number of RIS prepared	Requisition Issue Slip (RIS)	20	45	5	5	4	4.67	
	Number of TO prepared	Travel Orders (TO)	60	116	5	4	4	4.33	
	Number of Itinerary of Travel	Itinerary of Travel	25	33	4	4	4	4.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	10	16	4	4	4	4.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	10	16	4	5	4	4.33	
	Number of cash advances prepared	Cash Advances	4	17	4	4	4	4.00	
	Number of liquidations prepared	Liquidation Report							
	a. Cash advance of accountable officer		4	7	4	4	4	4.00	
	b. Travel		4	10	4	4	4	4.00	
	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	6	3	4	4	3.67	

	Number of Payrolls prepared	Payroll prepared	100	254	5	4	4	4.33	
	Number of application for leave prepared	Application for Leave	10	18	4	5	4	4.33	
	Number of appointments/contracts prepared	Appointments/Contracts	5	5	3	4	5	4.00	
	Number of PRs	Purchase Request (PR)	100	113	3	4	4	3.67	
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	50	297	4	4	4	4.00	
	Number of DVs	Disbursement Voucher (DV)	50	143	4	4	4	4.00	
	Number of IARs prepared	Inspection & Acceptance Report	50	83	4	5	4	4.33	
	Number of claims/ reimbursements prepared	Claims/Reimbursements	100	155	4	4	4	4.00	
	Job order/requests prepared	Job order/requests	20	85	5	4	5	4.67	
	Number of accomplishment report prepared	Accomplishment Reports	100	284	5	4	4	4.33	
	Number of VAT prepared	VAT Certificate	20	44	4	5	4	4.33	
Attendance to meetings	Number of hours	Meetings attended	5	7	4	4	4	4.00	
Attendance to seminar/ trainings/ workshops/ conference	Number of days of attendance	Trainings/seminar workshops/conference attended	1	1	3	4	4	3.67	
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	100	150	4	5	4	4.33	
Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	2000	3000	4	4	4	4.00	
Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	2	2	3	4	4	3.67	
Information & Technology	Number of installations done	Client System Installation	2	2	3	4	4	3.67	

	- virus detection and removal		2	2	3	4	4	3.67	
	- backing-up of data files		2	2	3	4	4	3.67	
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	50	100	4	4	5	4.33	
Alay Linis	No. of alay linis attended	Attend alay linis	2	3	3	4	4	3.67	
Total Over-all Rating								4.06	

Ave. Rating (Total Over-all rating)		4.06
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.06
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendation for Development Purpose:

*Congratulations!
Be always careful w/ your health,
so that you'll not miss the office.*

Evaluated & Rated by:

Recommending Approval:

Approved by:

FELICIANO G. SINON

Director, NARC

Date: _____

FELICIANO G. SINON

Director, NARC

Date: _____

OTHELLO B. CAPUNO

OVPRE

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to Dec 31, 2018

Name of Staff: CIELO F. SEÑARA

Position: ADMIN AIDE 3

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. Willing to be trained and developed	5	(4)	3	2	1	
Total Score						

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		4.58				

Overall recommendation :

OUTSTANDING



FELICIANO C. SINON
 Name of Head/Director

Exhibit I

PERFORMANCE MONITORING

Name 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	20	July 1, 2018	Dec 31, 2018	26	Impressive	VS	Congratulations! Be always careful with your health, so that you'll not miss the office
2	No. of RIS prepared	20	July 1, 2018	Dec 31, 2018	45	Very Impressive	O	
3	No. T.Os prepared	60	As scheduled		116	Impressive	VS	
4	No. of Itinerary of travel	25	As schedule		33	Impressive	VS	
5	No. of certificates of travel completely prepared	10	As scheduled		16	Impressive	VS	
6	No. of certificates of travel completed (CTC) prepared	10	As scheduled		16	Impressive	VS	
7	No. of cash advances prepared	4	As scheduled		17	Impressive	VS	
8	No. of liquidations report prepared	-	As per request upon completion of travel		-	-	-	
9	No. of cash advance of accountable officer	4	As released		7	Impressive	VS	
10	No. of DTRs/CSR prepared	6	July 1, 2018	Dec 31, 2018	6	Impressive	VS	
11	No. of payrols prpared	100	July 1, 2018	Dec 31, 2018	254	Impressive	VS	
12	No. of application leave	10	As per request		18			

	prepared					Impressive	VS
13	No. of appointments/contract prepared	5	July 1, 2018	Dec 31, 2018	5	Impressive	VS
14	No. of PRs	100	July 1, 2018	Dec 31, 2018	113	Impressive	VS
15	No. of OR/BUR	50	July 1, 2018	Dec 31, 2018	297	Impressive	VS
16	No. of DVs	50	July 1, 2018	Dec 31, 2018	143	Impressive	VS
17	No. of IARS prepared	50	July 1, 2018	Dec 31, 2018	83	Impressive	VS
18	No. of claims/reimbursements prepared	100	As per request		155	Impressive	VS
19	Job order/requests prepared	20	July 1, 2018	Dec 31, 2018	85	Impressive	VS
20	No. of PDS prepared/updated	1	As per request		1	Impressive	VS
21	No. of accomplishment report prepared	100	Sept 1, 2018	Dec. 31, 2018	284	Impressive	VS
22	No. of VAT prepared	20	July 1, 2018	Dec 31, 2018	44	Impressive	VS
23	No. of hours/days attended to meetings	5	As scheduled		7	Impressive	VS
24	No. of hours/days attended to seminars/trainings/workshop/conferences	1	As scheduled		1	Impressive	VS
25	No. of contracts prepared	4	As scheduled		5	Impressive	VS
26	No. of documents submitted/retrieved	100	As scheduled		3000	Impressive	VS
27	No. of copies photocopied/printed	2000	July 1, 2018	Dec 31, 2018	2	Impressive	VS
28	No. of committee assignments	2	As per request		2	Impressive	VS
29	No. of installation done	2	As per request		2		
	- Virus detection and removal	2			2		
	- Backing-up of data files	2			100	Impressive	VS
30	No. of hours meetings, seminars/training and classes	50	As scheduled				

	observed					
31	No. of "Alay Linis" attended	2	As per request	3	Imperative	VS

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

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

Prepared by:



FELICIANO G. SINON

Unit Head

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: **July 1, 2018**

Target Date: **Dec. 31, 2018**

First Step:

-
- 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
-

Date: **January 2019**

Target Date: **June 2019**

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:

For regularization

Prepared by:


FELICIANO G. SINON
Unit Head