

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2018

Name of Administrative Staff : GELBERTO P. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.7	70%	3.290
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
			4.589

TOTAL NUMERICAL RATING :

4.589

Add: Additional Approved Points, if any :

-

TOTAL NUMERICAL RATING :

4.589


ADJECTIVAL RATING :

Outstanding

Prepared by:


GELBERTO P. VALDEVIESO
 Name of Staff

Reviewed by:


ROMEL B. ARMECHIN
 Office Head

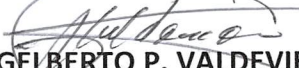
Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, of the Eco-Farm & Resource Management Institute 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 to June, 2018


GELBERTO P. VALDEVIESO
 Ratee

Approved: 
ROMEL B. ARMECIN
 Head of Unit

MFO& PAPs	Success Indicators	Target	Actual Accomplishments		Rating				Remarks
			% Accomplishments as of June 2018	Details of Accomplishments	Q ¹	E ²	T ³	A ⁴	
Support Services	No driving-related complaint from client	Zero complaint	100%	Zero complaint	4.5	4.5	4.5	4.5	
	Number of monthly vehicle maintenance report submitted within 1 week from end of the month - 2 4w vehicle - 1 motorcycle	12	100%	12	4.5	4.5	4.5	4.5	
	Number of equipment maintenance report submitted within 1 week from end of the month (13 units) - Generator set – 1 unit - Shredder – 4 units - Upland tiller – 1 unit - Brush cutter – 2 units - Trailer – 2 units - Water pump – 1 unit - Mixer - 2 mixer	13 x 6	100%	13x6	4.5	4.5	4.5	4.5	
	Number of canvass and PO. completed and served	25	180%	45	5.0	5.0	5.0	5.0	
	Number of trips completed	40	287.5%	115 (In-campus & out-campus trips)	5.0	5.0	5.0	5.0	

Average Rating (Total Over-all rating divided by 4)		23.5/5
Additional Points:		
Punctuality	N/A	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.7
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

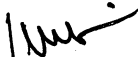
Needs relevant training
related administrative
support.


Evaluated and Rated by:

Recommending Approval:

Recommending Approval:

Approved by:


ROMEL B. ARMECIN
Unit Head


EFREN B. SAZ
Director for Extension


JOSE L. BACUSMO
Director for Research


OTHELLO B. CAPUNO
VP for Research & Extension

Date: _____

Date: _____

Date: _____

Date: _____

- 1 – quality
2 – Efficiency
3 – Timeliness
4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: GELBERTO P. VALDEVIESO Position: ADMIN. III

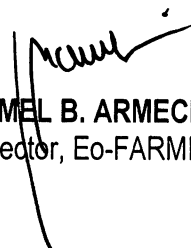
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/ campus using the scale below. Encircle your rating.

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	52/12 = 4.33				
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					

Overall recommendation : _____


ROMEL B. ARMECIN
 Director, Eo-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2018

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Employee: **GELBERTO P. VALDEVIESO**

Head of Office : **ROMEL B. ARMECIN**


Number of Personnel: **1**

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring - continues check-up of vehicle - request of spare parts for repair - follow-up vehicles under repair at OGS - hauling of materials	Jan 2018 Feb. 2018 Feb. 2018	 Ma 7, 2018				
Coaching Consultations		June 13, 2018				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


ROMEL B. ARMECIN
 Immediate Supervisor


OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

PERFORMANCE MONITORING FORM

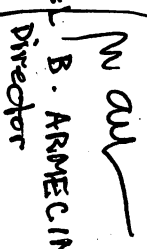
January to June 2018

Exhibit 1

Name of Employee : GELBERTO P. VALDEVIESO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Conducts Eco FARM staff for in campus and out campus tips.	No driving-related complaint from client	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
2.	Maintain vehicle in good running condition.	Number of monthly vehicle maintenance report submitted within 1 week from end of the month	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
3	Maintain the Eco FARM farm equipment in good running condition.	Number of equipment maintenance report submitted within 1 week from end of the month (13 units)	Monthly	Monthly	Monthly	Very Satisfactory	Very Satisfactory	
5	Canvass and purchase supplies for emergency procurement needs.	Number of canvass and P.O. completed and served	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
6	Acts as driver of Eco FARM vehicles for in-campus and out-campus tips.	Number of tips completed	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor


 ROMEL B. ARMECHIN
 Director

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

Name of Employee : GELBERTO P. VALDEVIESO

Performance Rating : _____

Aim: To enhance his driving skill and keep informed on the rules and regulations in driving.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2018

Target Date: 1st Quarter

First Step:

Attend refresher seminar on driving, especially on safety driving.

Attend training on basic trouble shooting in vehicles.

Result:

Attended the refresher seminar and learned and experienced trouble shooting in vehicles

Date: April 2018

Target Date: 2nd Quarter

Next Step:

Practice safety driving.

Outcome:

Improved driving skill and knowledge on trouble shooting in vehicles

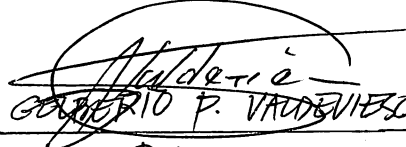
Final Step/Recommendation:

Continue to refresh knowledge on driving and road safety.

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor

Conforme:


GELBERTO P. VALDEVIESO
Ratee