



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.45	70%	3.115
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.416
TOTAL NUMERICAL RATING			4.531

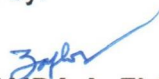
TOTAL NUMERICAL RATING: **4.531**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.531**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA ZAIDA A. FLORES
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, **MARIA ZAIDA A. FLORES**, **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 2020 to June 2020**.

MARIA ZAIDA A. FLORES

Ratee

Approved: **FELICIANO G. SINON**

NARC, Director

OTHELLO B. CAPUNO

Vice-President for R, E and I

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	Trip tickets	10	12	4	5	4	4.33	
	prepared								
	Number of RIS prepared	Requisition Issue Slip (RIS)	10	15	5	5	4	4.67	
	Number of OS/BUS	Obligation/Budget Util. slip	6	10	5	4	4	4.33	
	Number of T.O's prepared	Travel Orders (T.O)	15	30	5	5	4	4.67	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	7	4	4	5	4.33	
	Number of Certificates of Travel completed	Certificate of Travel completed	5	7	4	4	5	4.33	
	Travel completed prepared	w/ & w/o revised itinerary							
	Appointment as NARC OIC	Appointment as NARC OIC	5	10	5	5	4	4.67	
	Number of cash advances	Cash advances(Supplies/	6	8	4	4	5	4.67	
	prepared	materials/pre-travel allowance & per diems)							
	Number of liquidations report prepared	Liquidation Report	5	10	5	4	4	4.33	
	Number of Job Request	Job Request	2	6	5	5	4	4.67	
	Number of PR's	Purchase Request	12	15	4	4	5	4.33	
	Number of DV's	Disbursement Vouchers	12	20	5	5	4	4.67	
	Number of VAT Cert.prepared	VAT Certificate upon payment	5	7	4	4	5	4.33	

	Number of IAR's prepared	Inspection & Acceptance R	6	15	5	5	4	4.67	
	Number of claims /reimbursement prepared	VAT Certificate upon payment	5	20	5	5	4	4.67	
	Number of DTRs	Daily Time Record (DTR)	8	6	3	4	4		
	Number of Application Leave prepared	Application for Leave	6	12	5	4	5	3.66	
	Number of PDS prepared/ updated	Personal Data Sheet	1	2	3	5	4	4.00	
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	5	12	5	5	4	4.67	
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	3	15	5	4	4	4.33	
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	15	5	4	4	4.33	
Recording of in-coming/out-going	Number of documents	Communication/docs logged/	30	75	5	5	4	4.67	
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	40	5	4	5	4.67	
Attendance to meetings	Number of hours	Meetings attended/Facilitated							
Attendance to seminars/trngs. workshop/conferences	Number of days of		2	5	4	5	4	4.33	
Treasurer's Report	Number of Financial Report	Financial report center activity	2	5	4	4	5	4.33	
Messengerial	Number of documents/ submitted/retrieved	for processeing & follow - up	3	8	5	5	5	5.00	
Photocopying/printing services	Number of copies	Documents photocopied/ printed	35	80	5	5	4	4.67	

Committee assignments/special assignment/Evaluation facilitator and act as DdRC	Number of actual hours rendered Number of Faculty evaluation facilitated	Committee assignments complied with/	2	5	4	4	4	4.00


Records all finished products into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit & products displayed outside NARC-VSU during agri industrial fair	50	60	5	5	4	4.67	
into logbook and issues payment to abaca handicraft weavers									
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/ entertained Answers phonecalls in-coming calls	Briefed/entertained visitors assisted	50	120	5	4	5	4.67	
Total Over-all Rating								4.45	
Ave. Rating (Total Over-all rating divided by 4)			Comments & Recommendation for Development She is conscienceous & tried to do her best.						
Additional Points:									
Punctuality	-								
Approved Additional points	-								
(with copy of approval)									
FINAL RATING	4.45								
ADJECTIVAL RATING	Very Satisfactory								

Evaluated & Rated by:

Recommending Approval:

Approved by:


FELCIANO G. SINON
NARC, Director


FELICIANO G. SINON
NARC, Director



OTHELLO B. CAPUNO
Vice President for Res. & Extension

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARIA ZAIDA A. FLORES**

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	10	Jan. 1, 2020	June 30, 2020	12	Impressive	VS	She is conscientious and tried to do her best.
2	No. of RIS prepared	10	Jan. 1, 2020	June 30, 2020	15	Very Impressive	O	
3	No. of OS/BUS	6	Jan. 1, 2020	June 30, 2020	10	Impressive	VS	
4	No. T.Os prepared	15	Jan. 1, 2020	June 30, 2020	30	Very Impressive	O	
5	No. of Itinerary of travel	5	Jan. 1, 2020	June 30, 2020	7	Impressive	VS	
6	No. of certificates of travel completely prepared	5	Jan. 1, 2020	June 30, 2020	7	Impressive	VS	
7	No. of Appointment as NARC OIC	5	As per request on each month		10	Very Impressive	O	
8	No. of cash advances prepared	6	Jan. 1, 2020	June 30, 2020	8	Very Impressive	O	
9	No. of liquidations report prepared	5	Jan. 1, 2020	June 30, 2020	10	Impressive	VS	
10	No. of job requests	2	Jan. 1, 2020	June 30, 2020	6	Very Impressive	O	

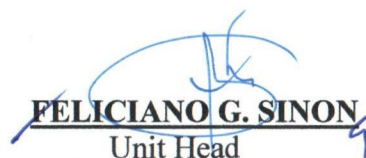
11	No. of PR's	12	Jan. 1, 2020	June 30, 2020	15	Impressive	VS	
12	Number of DV's	12	Jan. 1, 2020	June 30, 2020	20	Very Impressive	O	
13	No. of VAT cert. prepared	5	Jan. 1, 2020	June 30, 2020	7	Impressive	VS	
14	No. of IAR's prepared	6	Jan. 1, 2020	June 30, 2020	15	Very Impressive	O	
15	No. of claims/reimbursement prepared	5	Jan. 1, 2020	June 30, 2020	20	Very Impressive	O	
16	No. of DTRs/CSR	8	Monthly		6	Impressive	VS	
17	No. of application leave prepared	6	As per request		12	Impressive	VS	
18	No. of PDS prepared/updated	1	Every 1 st renewal		2	Impressive	VS	
19	No. of emergency purchase/justification	5	As per request		12	Very Impressive	O	
20	No. of letters/accomplishment report	3	Jan. 1, 2020	June 30, 2020	15	Impressive	VS	
21	No. of staff cleared from accountability	5	Jan. 1, 2020	June 30, 2020	15	Impressive	VS	
22	No. of documents recorded (incoming/outgoing)	30	Jan. 1, 2020	June 30, 2020	75	Very Impressive	O	
23	No. of consolidated/bound files documents	15	Every end of each quarter (Mar. and June 2020)		40	Very Impressive	O	
24	No. of hours/days attended to meetings/seminars/trainings/workshop/conferences	2	As scheduled		5	Impressive	VS	
25	No. of financial report (Treasurer's report made)	2	When needed during monthly meeting		5	Impressive	VS	
26	No. of documents submitted/retrieved (messengerial)	3	Jan. 1, 2020	June 30, 2020	8	Very Impressive	O	

27	No. of copies photocopied/printed	35	As per request		80	Very Impressive	O	
28	No. of faculty evaluated/facilitated as assigned	2	As scheduled before semester ended		5	Impressive	VS	
29	No. of hours performed as other duties Re: Finished products for NARC/Technomart exhibits	50	Every Tuesday and Thursday of the month at NARC and Quarterly at Technomart		60	Very Impressive	O	
30	No. of hours spent to visitors (walked-in and announced) on briefing and answered incoming phone calls	50	Jan. 1, 2020	June 30, 2020	120	Very Impressive	O	

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

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

Prepared by:


FELICIANO G. SINON
Unit Head



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2020**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

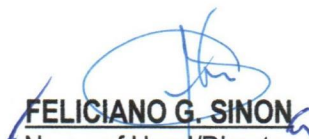
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	<u>5</u>	4	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.	<u>5</u>	4	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	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		52				

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		4.73				

Overall recommendation : **OUTSTANDING**


FELICIANO G. SINON
 Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: To have smooth office operations

Proposed Interventions to Improve Performance:

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

First Step:

-
- To act as committee chairperson
 - Process office documents
 - Assists entertaining visitor and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

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

Next Step:

Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

She is conscientious and tried to do her best.

Prepared by:


FELICIANO G. SINON
Unit Head