


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2018

Name of Administrative Staff : FRUCTUOSO D. TAMBIS

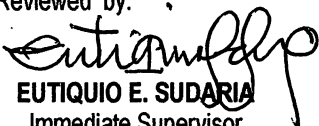
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.762	70%	3.333
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.833

TOTAL NUMERICAL RATING :	4.833
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.833
ADJECTIVAL RATING :	Outstanding


Prepared by:


FRUCTUOSO D. TAMBIS
Name of Staff

Reviewed by:


EUTQUIO E. SUDARIA
Immediate Supervisor

Recommending Approval:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
 Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRUCTUOSO TAMBIS, Administrative Aide I of the National Coconut Research Center - Visayas, 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 to December, 2018.

FRUCTUOSO TAMBIS
 Admin Aide I

Date: _____

EUTQUIO E. SUDARIA
 Immediate Supervisor


MARIA JULIET C. CENIZA
 Director, NCRC-V

Date: _____

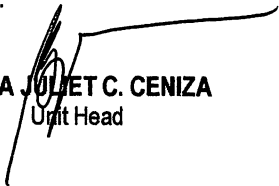
MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
NCRC MFO 1. Administrative and Facilitative Services										
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously									
	Efficient and customer friendly frontline services	Entertains all clients upon arrival in the workshop with a smile	100%	100%	5	5	5	5.00		
	PI 9: Additional Outputs									
	Efficient office management and maintenance									
	Carpentry Works	Does carpentry works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products	5 days	2 days	5	5	5	5.00		
	Metal Works	Does welding/metal works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products	4 hours	2 hours	5	5	5	5.00		
	Physical Facilities Maintenance	Maintains/repairs NCRC Physical facilities supporting the Center's RDE activities	4 hours	2 hours	5	5	4	4.67		
	Driving and Maintenance	Maintains and drives J-7 that support the Center's RDE activities in campus	4 hours	2 hours	5	5	4	4.67		

	NCRC-V Shop Maintenance	Maintains the shop clean and tools in order	4 hours	2 hours	5	5	4	4.67	
	Documentation	Prepares DTRs, PDS and other documents	2	13	5	4	4	4.33	
								4.762	
Average Rating		4.762	Comments and Recommendations for Development Purpose:						
Punctuality									
Approved Additional Point (w/ copy of Approval)									
FINAL RATING		4.762							
ADJECTIVAL RATING		Outstanding							

Evaluated by: ^


EUTQUIO A. SUDARIA
Supervisor

Recommending Approval:


MARIA JULIET C. CENIZA
Unit Head

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : JULY TO DECEMBER 2018

Position : Administrative Aide II

Name of Staff : FRUCTUOSO TAMBIS

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

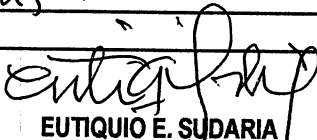
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers output which always result to best practice of the unit. He is exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5				
	Total Score					

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

Industrious!


EUTQUIO E. SUDARIA
Immediate Supervisor

PERFORMANCE MONITORING FORM

Name of Employee: FRUCTUOSO D. TAMBIS

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Entertains all clients upon arrival in the workshop with a smile	Entertained clients upon arrival in the workshop with a smile	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
2.	Carpentry works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products	Completed carpentry works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products (5 days assigned carpentry work, finished within 2 days))	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
3.	Welding/metal works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products	Executed welding/metal works for the maintenance of showcase/demo facilities for processing and utilization of coconut products and by-products (4 hours assigned metal works, finished within 2 hours)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4.	Maintaining/repairing the NCRC Physical Facilities supporting the Center's RDE activities	Maintained/repared NCRC Physical Facilities supporting the Center's RDE activities (4 hours allotted for maintains/repairs, done for 2 hours)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
5.	Maintaining and driving J7 that support the Center's RDE activities in campus	Maintained and driven Jeep 7 that support the Center's RDE activities in campus (4 hours allotted for	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
6.	Maintaining the shop clean and tools in order	Maintained the shop clean and tools in order (4 hours allotted for maintains/driving, done for 2 hours)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
7.	Preparation of DTR, PDS and other documents	Prepared of 12 DTRs, 1 PDS	July 2018	December 2018	December	Very Impressive	Very Satisfactory	

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

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


 EUTQUIO E. SUDARIA
 Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

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

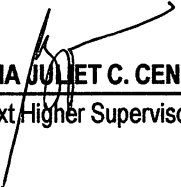
Name of Officer : FRUCTUOSO TAMBIS
Head of Office : MARIA JULIET C. CENIZA
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring the progress of project equipment repair					
	√	√			
Coaching on tools maintenance and safekeeping					
		√			

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

Conducted by:

EUTQUIO E. SUDARIA
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December , 2018

Name of Employee: FRUCTUOSO D. TAMBIS
Performance Rating: Outstanding

Aim: To become an effective government worker.

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

Date: J uly, 2018 Target Date: July, 2018

First Step:
Discussed with him the functions of his position.


Result:
Well informed of his duties and responsibilites.

Date: August 2018 Target Date: September, 2018

Next Step:
Encourage him to attend the training for newly hired administrative worker.

Outcome:
Better appreciation of his roles in the Institute and as a civil servant.

Final Step/Recommendation:

Prepared by:

EUTQUIO E. SUDARIA
Supervisor

Conforme:

FRUCTUOSO D. TAMBIS