

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : CHITO L. LEONOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.952	70%	3.466
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.966

TOTAL NUMERICAL RATING : 4.966
Add: Additional Approved Points, if any :
TOTAL NUMERICAL RATING : 4.966
ADJECTIVAL RATING : Outstanding

Prepared by:


CHITO L. LEONOR
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, CHITO L. LEONOR, Administrative Aide III 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 January to June 2017.


CHITO L. LEONOR
Admin Aide III

Date: _____


MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/ intl' foralconferences									
	In institutional fora/conferences		Assists and helps facilitate NCRC-V In-House Review and Workshop	1	1	4	5	5	5	4.67
UMFO4. Extension Services										
NCRC MFO 1. Extension Activities										
	PI 1. Number of person-days trained weighted by length of training		Helps facilitate training	1	2	5	5	5	5	5.00
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		Entertains visitors and clients	50% no complaint	100% clients served w/ no complaint	5	5	5	5	5.00
	PI 9: Additional Outputs									
	Efficient office management and maintenance									
	Driving and Maintenance Services									
		Conducts/fetches staff of NCRC-V , other offices and visitors to the different places in Luzon, Visayas and Mindanao		50%	100% staff/visitors conducted safely	5	5	5	5	5.00

	Sees to it that NCRC-V Adventure is available, clean and in good running condition	3 times a week clean	5 times a week checked and maintained	5	5	5	5.00	
	Repairs minor defective parts of NCRC-V's Adventure	1	6	5	5	5	5.00	
	Prepares DTR, PDS and other documents	2	2	5	5	5	5.00	
							34.67	
							4.952	
							0	
Total Over-all Rating								
Average Rating								
Adjectival Rating								

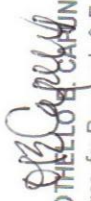
Received by:


NIERESTA L. QUINANOLA
 PRPEO

Calibrated by:


REIMBERTO A. PATINDOL
 Chairman, PMT

Recommending Approval:


OTHELLO C. CANINO
 Vice Pres. for Research & Extension

Approved:


EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2017

Name of Staff : CHITO L. LEONORPosition : Administrative Aide III

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 objective 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	4	3	2	1
	Total Score	60				

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	5	4	3	2	1
	Total Score	25				
	Average Score	5				

Overall recommendation :

MARIA JULIET C. CENIZA
Director, NCRC-V



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, CHITO L. LEONOR, Administrative Aide III 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 2017.


CHITO L. LEONOR
Admin Aide III

Date: _____


MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.		MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating			Remark
Date: _____										
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences							Timeliness	Average	
	In institutional fora/conferences									
				Assists and helps facilitate NCRC-V In-House Review and Workshop	1					
UMFO4. Extension Services										
NCRC MFO 1. Extension Activities										
	PI 1. Number of person-days trained weighted by length of training			Helps facilitate training	1					
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			Entertains visitors and clients	50% no complaint					
	PI 9: Additional Outputs									
	Efficient office management and maintenance									
	Driving and Maintenance Services									
				Conducts/fetches staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao	50%					

