

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.22	70%	2.954
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
TOTAL NUMERICAL RATING			4.355

TOTAL NUMERICAL RATING: **4.355**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.355**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


MARIA ZAIDA A. FLORES
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, **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 **July 2018 to December 2018**

MARIA ZAIDA A. FLORES

Ratee

Approved: **FELICIANO G. SINON**

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RA				Remarks
					TIN	Q ¹	E ²	T ³	
MFO5: Research & Extension									
Admin. & Support Services									
Preparation of:	Number of Trip Tickets prepared	Trip tickets	15	40	5	4	4	4.33	
	Number of RIS prepared	Requisition Issue Slip (RIS)	15	45	4	4	4	4.00	
	Number of OS/BUS	Obligation/Budget Util. slip	5	25	4	4	4	4.00	
	Number of T.O's prepared	Travel Orders (T.O)	35	80	4	4	4	4.00	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	18	4	4	4	4.00	
	Number of Certificates of Travel completed prepared	Certificate of Travel completed w/ & w/o revised itinerary	5	13	5	4	5	4.67	
	Appointment as NARC OIC	Appointment as NARC OIC	8	25	4	5	4	4.33	
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	3	8	4	4	5	4.33	
	Number of liquidations report prepared	Liquidation Report	6	15	4	4	4	4.00	
	Number of Job Request	Job Request	3	7	4	4	4	4.00	
	Number of PR's	Purchase Request	15	30	4	5	4	4.33	
	Number of DV's	Disbursement Vouchers	30	75	5	4	4	4.33	
	Number of VAT Cert.prepared	VAT Certificate upon payment	5	12	4	4	4	4.00	
	Number of IAR's prepared	Inspection & Acceptance Report	20	45	4	4	4	4.00	
	Number of claims / reimbursement prepared	Claims/Payment	20	60	5	5	4	4.67	
	Number of DTRs/CSR	Daily Time Record (DTR)/							
		CSR of NARC Core staff	15	20	4	4	5	4.33	

	Number of Application Leave prepared	Application for Leave	6	12	4	4	4	4.00	
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	10	22	5	4	4	4.33	
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	12	4	5	4	4.33	
Clearance from office	Number of staff cleared	Staff cleared from accountability	5	20	5	4	5	4.67	
Recording of in-coming/out-going documents	Number of documents	Communication/docs logged/ encoded	150	370	5	4	4	4.33	
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	35	4	4	5	4.33	
Attendance to meetings Attendance to seminars/trngs. workshop/conferences	Number of hours Number of days of attendance	Meetings attended/Facilitated	2	10	4	5	4	4.33	
Treasurer's Report	Number of Financial Report	Financial report center activity	2	6	4	4	4	4.00	
Messengerial	Number of documents/ submitted/retrieved	for processeing & follow -up	5	20	4	4	4	4.00	
Photocopying/ printing services	Number of copies	Documents photocopied/ printed	60	140	5	4	5	4.67	

Act as committee member/Chairperson @ NARC assignment/Evaluation facilitator	Number of actual hours rendered Number of Faculty evaluation facilitated	No. of Committee member administer teaching evaluation assigned at DASS,VSU	2 5	4 7	3 4	4 4	5 4	4.00 4.00	
Performs other duties Records all finished products for exhibit into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit &	100	250	5	4	4	4.33	
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	100	230	5	5	4	4.67	
Coordinates/facilitates conduct centers meetings,seminar,planning workshops		no.of notice of meeting prepared/facilitated	2	10	3	4	4	3.66	
Total Over-all Rating								130.97	

Ave. Rating (Total Over-all rating divided by 4)		4.22
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.22
ADJECTIVAL RATING		very satisfactory

**Comments & Recommendation
for Development Purpose:**

Congratulations! Always be careful with your health so that you'll not miss the office.

Received by:

FELICIANO G. SINON

Dept./Unit Head

Date: _____

Recommending Approval:

FELICIANO G. SINON

Dean/Director

Date: _____

Approved by:

OTHELLO B. CAPUNO

Vice President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to Dec 31, 2018

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.	(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
		57				

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					4.67

N/A

Overall recommendation :

OUTSTANDING

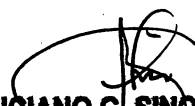

FELICIANO G. SINON
 Name of Head/Director

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	15	July 1, 2018	Dec 31, 2018	40	Impressive	VS	Congratulations! Always be careful with your health so that you'll not miss the office
2	No. of RIS prepared	15	July 1, 2018	Dec 31, 2018	45	Impressive	VS	
3	No. of OS/BUS	5	July 1, 2018	Dec 31, 2018	25	Impressive	VS	
4	No. T.Os prepared	30	July 1, 2018	Dec 31, 2018	80	Impressive	VS	
5	No. of Itinerary of travel	5	July 1, 2018	Dec 31, 2018	18	Impressive	VS	
6	No. of certificates of travel completely prepared	5	July 1, 2018	Dec 31, 2018	13	Very Impressive	O	
7	No. of Appointment as NARC OIC	5	As per request on each month		25	Impressive	VS	
8	No. of cash advances prepared	3	July 1, 2018	Dec 31, 2018	8	Impressive	VS	
9	No. of liquidations report prepared	8	July 1, 2018	Dec 31, 2018	15	Impressive	VS	
10	No. of job requests	2	July 1, 2018	Dec 31, 2018	7	Impressive	VS	

11	No. of PR's	15	July 1, 2018	Dec 31, 2018	30	Impressive	VS
12	Number of DV's	30	July 1, 2018	Dec 31, 2018	75	Impressive	VS
13	No. of VAT cert. prepared	5	July 1, 2018	Dec 31, 2018	12	Impressive	VS
14	No. of IAR's prepared	20	July 1, 2018	Dec 31, 2018	45	Impressive	VS
15	No. of claims/reimbursement prepared	20	July 1, 2018	Dec 31, 2018	60	Very Impressive	O
16	No. of DTRs/CSR	15	Monthly		20	Impressive	VS
17	No. of application leave prepared	6	As per request		12	Impressive	VS
18	No. of PDS prepared/updated	2	July 1, 2018	Dec 31, 2018	4	Impressive	VS
19	No. of emergency purchase/justification	10	As per request		22	Impressive	VS
20	No. of letters/accomplishment report	5	July 1, 2018	Dec 31, 2018	12	Impressive	VS
21	No. of staff cleared from accountability	5	July 1, 2018	Dec 31, 2018	20	Very Impressive	O
22	No. of documents recorded (incoming/outgoing)	150	July 1, 2018	Dec 31, 2018	370	Impressive	VS
23	No. of consolidated/bound files documents	15	Every end of each quarter (Sept and Dec 2018)		35	Impressive	VS
24	No. of hours/days attended to meetings/seminars/trainings/workshop/conferences	2	As scheduled		10	Impressive	VS
25	No. of financial report (Treasurer's report made)	2	When needed during monthly meeting		6	Impressive	VS
26	No. of documents submitted/retrieved (messengerial)	5	July 1, 2018	Dec 31, 2018	20	Impressive	VS
27	No. of booked /followed plane tickets	2	As per request		2	Impressive	VS
28	No. of copies	60	As per request		140	Very	O

	photocopied/printed				Impressive		
29	No. of actual hours rendered as committee member/chairperson at NARC	2	As scheduled		4	Impressive	VS
30	No. of faculty evaluated/facilitated as assigned	5	As scheduled before semester ended		7	Impressive	VS
31	No. of hours performed as other duties Re: Finished products for NARC/Technomart exhibits	100	Every Tuesday and Thursday of the month at NARC and Quarterly at Technomart		250	Impressive	VS
32	No. of hours spent to visitors (walked-in and announced) on briefing and answered incoming phone calls	100	July 1, 2018	Dec 31, 2018	230	Very Impressive	O
33	No. of notices on center's meetings, seminars, planning, workshops	2	Monthly		10	Impressive	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: **MA. ZAIDA A. FLORES**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: Dec. 31, 2018

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: Jan. 1, 2019 Target Date: June 30, 2019

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:

For regularization

Prepared by:


FELICIANO G. SINON
Unit Head