

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: CIELO F. SEÑARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.39	70%	3.073
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.423

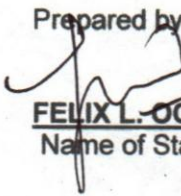
TOTAL NUMERICAL RATING: 4.42

Add: Additional Approved points, if any: _____

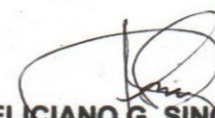
TOTAL NUMERICAL RATING: 4.42

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


FELIX L. OCON
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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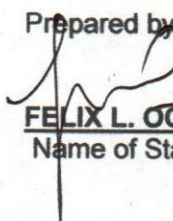
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Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CIELO F. SEÑARA**, **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 2017 to June 2017**.



CIELO F. SEÑARA
Ratee



Approved: **FELICIANO G. SINON**
Head of Unit

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 prepared	Trip tickets	20	40	5	5	5	5	
	Number of RIS prepared	Requisition Issue Slip (RIS)	20	53	5	5	5	5	
	Number of TO prepared	Travel Orders (TO)	60	185	5	5	5	5	
	Number of Itinerary of Travel	Itinerary of Travel	25	30	4	5	5	4.67	
	Number of Certificates of Travel Completed (CTC)	Certificate of Travel Completed (CTC) with revised itinerary	10	15	5	5	4	4.67	
	Number of Certificates of Travel Completed (CTC)	Certificate of Travel Completed (CTC) without revised itinerary	10	15	5	5	5	5	
	Number of cash advances prepared	Cash Advances	4	13	5	5	5	5	
	Number of liquidations prepared	Liquidation Report							
	a. Cash advance of accountable officer		4	6	5	4	4	4.33	
	b. Travel		4	7	5	4	4	4.33	
	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	6	3	4	5	4	

	Number of Payrolls prepared	Payroll prepared	100	158	5	5	5	5
	Number of application for leave prepared	Application for Leave	10	12	3	4	4	3.67
	Number of appointments/contracts prepared	Appointments/Contracts	5	7	4	4	4	4
	Number of PRs	Purchase Request (PR)	100	163	5	5	5	5
	Number of POs	Purchase Order (PO)	20	41	5	4	5	4.67
	Number of RFQ	Request for Quotation (RFQ)	20	46	5	4	4	4.33
	Number of Abstract of Quotation	Abstract of quotation	20	45	5	5	5	5
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	50	129	5	5	5	5
	Number of DVs	Disbursement Voucher (DV)	50	156	5	5	5	5
	Number of IARs prepared	Inspection & Acceptance Report	50	75	5	4	4	4.33
	Number of claims/reimbursements prepared	Claims/Reimbursements	100	142	5	4	4	4.33
	Job order/requests prepared	Job order/requests	20	97	5	5	5	5
	Number of Personal Data Sheets (PDS) prepared/updated	Personal Data Sheet	1	2	4	4	4	4
	Number of accomplishment report prepared	Accomplishment Reports	100	119	4	4	4	4
	Number of VAT prepared	VAT Certificate	20	46	5	4	4	4.33
Attendance to meetings	Number of hours	Meetings attended	5	6	4	4	4	4.00
Attendance to seminar/trainings/ workshops/conference	Number of days of attendance	Trainings/seminar workshops/conference attended	1	1	3	3	4	3.33
PMS Reports/Forms	Number of contracts prepared	PMS contracts prepared	4	4	3	4	4	3.67
Messengerial	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	100	150	5	5	5	5

Photocopying/mimeographing/printing services	Number of copies	Documents photocopied/Mimeographed	2000	3000	5	4	4	4	4.33
Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	2	2	3	3	3	3	3
Information & Technology	Number of installations done	Client System Installation	2	2	3	3	3	3	3
	- virus detection and removal		2	2	3	3	3	3	3
	- backing-up of data files		2	2	3	4	4	3.67	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	50	100	5	4	4	4	4.33
Monitor and assess equipment in the laboratories of the center	No. of equipment	Monitor and assess laboratory equipment	10	10	3	3	3	3	
Alay Linis	No. of alay linis attended	Attend alay linis	2	3	3	3	3	3	3
Total Over-all Rating									4.39

Ave. Rating (Total Over-all rating)	4.39
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.39
ADJECTIVAL RATING	Very Satisfactory

Received by:


REMBERTO A. PATINDOL
PMT

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
OVPRE

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CIELO F. SEÑARA, *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 2017 to June 2017.


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Ratee

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Head of Unit

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	- virus detection and removal		2	2	3	3	3	3	3.00
	- backing-up of data files		2	2	3	4	4	4	3.67
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	50	100					
Monitor and assess equipment in the laboratories of the center	No. of equipment	Monitor and assess laboratory equipment	10	10					
Alay Linis	No. of alay linis attended	Attend alay linis	2	3	3	3	3	3	3.00
Total Over-all Rating									4.39

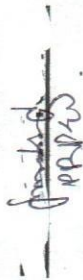
Ave. Rating (Total Over-all rating)	4.39
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.39
ADJECTIVAL RATING	Very satisfactory

Received by:

Calibrated by:

Recommending Approval:

Approved by:


REMBERTO A. PATINDOL
PMT


OTHELLO B. CAPUNO
OVPRE


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **CIELO F. SEÑARA**

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	⑤	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	⑤	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	④	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	④	3	2	1	
10. Willing to be trained and developed	5	④	3	2	1	
Total Score	54					

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		4.50				

Overall recommendation : OUTSTANDING


FELICIANO G. SINON
 Name of Head/Director

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **CIELO F. SEÑARA**

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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.	<u>5</u>	4	3	2	1
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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	<u>4</u>	3	2	1
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Total Score		54				

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Total Score					
Average Score	4.50				

Overall recommendation : Outstanding


FELICIANO G. SINON
Name of Head/Director