

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FELICIANO G. SINON
Position/Designation: Professor VI/Director, NARC

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		5.0x50%= 2.50	0.625
b. Students (50%)		4.33x50% = 2.17	0.543
TOTAL for Instruction			1.168
2. Research	50%	4.33	2.165
3. Extension	15%	4.34	0.651
5. Production	10%	4.34	0.434
4. Administration	10%	4.76	0.476
TOTAL	110%		4.894

EQUIVALENT NUMERICAL RATING:

4.894

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.894

ADJECTIVAL RATING:

Outstanding

Prepared by:

FELICIANO G. SINON
Name of Staff

Reviewed by:

FELICIANO G. SINON
Director, NARC

Recommending Approved:

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, **FELICIANO G. SINON**, *Professor VI* 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 1, 2018** to December **2018**

FELICIANO G. SINON
Ratee

Approved:

ARTHUR IT TAMBONG
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Advanced and Higher Education Services		Instruction: At least 25% of the total tasks							
PI1: Full-Time Equivalent (FTE)	Number of course/subjects/sections handled per semester	- Teaches course/subject/section per semester	- 1 course/subject/section per semester	1 lecture 2 laboratories	5 5	5 5	5 5	5.0 5.0	
PI2: Student advising and consultation services	Number of hours spent to student consultation per semester	- Renders student consultation	- 2 hrs/wk student consultation	-2 hrs/wk student consultation	5	5	5	5.0	
	Number of student advisees and/or SRC membership	- Handles student advisee and/or SRC membership per semester	- 1 student advisee and/or SRC membership per semester	-3 student advisee and/or SRC membership per semester	5	5	5	5.0	
Total Over-all Rating								10.0	

Ave. Rating (Total Over-all rating)			5.00	Comments and Recommendation for Development Purposes <i>Analyze results of students' evaluation then act accordingly for improvement.</i> 
Additional Points:				
Punctuality	-			
Approved Additional points	-			
(with copy of approval)				
FINAL RATING			5.00	
ADJECTIVAL RATING			OUTSTANDING	

Evaluated and Rated by
FELICIANO G. SINON
Director, NARC

Recommending Approval:
FELICIANO G. SINON
Director, NARC

Approved by:
OTHELLO B. CAPUNO
Vice-President

Date: _____

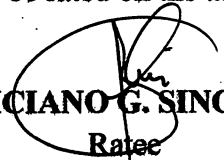
Date: _____

Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELICIANO G. SINON**, *Professor VI* 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 1, 2018** to **December 31, 2018**


FELICIANO G. SINON
Ratee

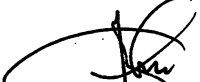

OTHELLO B. CAPUNO
Vice Pres. for R & E (Rater)

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services		Research: At least 50% of the total tasks							
PI1: Number of Outputs Published in CHED accredited journals/ internationally indexed journals	Number of outputs published in CHED accredited/ Indexed journals	- Develops and submits publications in refereed/indexed journals		1 submission for publication	5	5	4	4.67	
PI2: Number of Outputs presented in regional/ national/international fora/conferences	Number of research outputs presented to international/national/regional and local fora or conferences	- Develops and presents research output to scientific for a/conference - Conducts/implements research projects/studies	- 2 Research output presented (paper/poster per year) - 2 research project/study per year	2 Research outputs presented 2 Research projects conducted	4 4	4 4	5 4	4.33 4.00	

MFO3: Extension Services		Extension: At least 15% of the total tasks							
PI1: Number of Trainings conducted	Number of person-days served/briefed/trained	- Briefs walk in clients/visitors on abaca and/or conducts on-site consultations	30 persons briefed/served/trained	50 persons briefed/served/trained	5	4	5	4.67	
		- Conducts/implements extension projects/components	- 1 extension project/component per year	1 extension project conducted	3	4	5	4.00	
Production:		Other Activities: At least 10% of the total tasks							
	Amount in Peso generated	generate income	300,000 pesos	200,000.00 pesos	5	4	5	4.67	
	No. of project conducted	conducts IGP project	1 project	1 Project	3	4	4	3.67	
	No. of reports submitted	make and submit reports	1 report	2 financial reports submitted	4	5	5	4.67	
Total Over-all Rating								4.68	

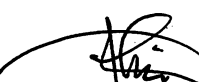
Ave. Rating (Total Over-all rating)			4.335	Comments and Recommendation for Development Purposes
Additional Points:				
Punctuality	-			
Approved Additional points	-			
(with copy of approval)				
FINAL RATING			4.335	
ADJECTIVAL RATING			VERY SATISFACTORILY	

Evaluated and Rated by:


FELICIANO G. SINON
 Director, NARC

Date: _____

Recommending Approval:


FELICIANO G. SINON
 Director, NARC

Date: _____

Approved by:


OTHELLO B. OAPUNO
 Vice-President

Date: _____

Instrument for Performance Effectiveness of Director

Rating Period: July 1 to Dec 31, 2018

Name of Staff: Feliciano G. Sinon

Position: Prof. VI

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 requirement

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
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	81				
Average Score	4.76				

Overall recommendation : OUTSTANDING


OTHELLO B. CAPUNO
 Vice Pres. For R & E (Rater)

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **FELICIANO G. SINON**

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
MFO1: Advanced and Higher Education Services (FTE and Advising) : Instruction: At least 25% of the total tasks								
1	No. of courses/subjects handled per semester/summer	1	July 1, 2018	Dec 31, 2018	1	Very Impressive	O	Analyze results of students evaluation then act accordingly for improvement
2	No. of hours spent on student consultation	2	July 1, 2018	Dec 31, 2018	3	Very Impressive	O	
3	No. of student advisees and/or SRC membership	1	July 1, 2018	Dec 31, 2018	3	Very Impressive	O	
MFO2: Research and Extension Support Services (Research: At least 50% of total tasks)								
4	No. of outputs published in CHED accredited/indexed journals	-	Submitted		1	Very Impressive	O	
5	No. of research outputs presented in international/national/regional and local fora or conference	2	As scheduled		2	Impressive	VS	
6	No. of research conducted/implemented	2	July 1, 2018	Dec 31, 2018	2	Impressive	VS	
MO3: Extension: At least 15% of the total task								
7	No. of person-days served/briefed/trained	30	June 15, 2018	June 30, 2018	50	Very Impressive	O	

8	No. of projects implemented	1	July 1, 2018	Dec 31, 2018	1	Impressive	VS	
Production: (at least 10% of total tasks)								
9	Amount generated in Peso	300,000	July 1, 2018	Dec 31, 2018	200,000	Very Impressive	O	
10	No. of project conducted (IGP)	1	July 1, 2018	Dec 31, 2018	1	Impressive	VS	
11	No. of reports submitted	1	July 1, 2018	Dec 31, 2018	2	Very Impressive	O	

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

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

Prepared by:


OTHELLO B. CAPUNO
 Direct Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELICIANO G. SINON**

Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have effective and efficient office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2018

Target Date: Dec. 31, 2018

First Step:

-
- To conduct monthly meetings with the staff
 - Develop research programs and projects
 - To teach engineering course

Result:

-
- Well-managed office operations and well-guided staff
 - Effective implementations of the center's program
 - On-time production go research products and outputs
-

Date: Jan. 1, 2019

Target Date: June 30, 2019

Next Step:

-
- To conduct other assigned responsibilities of the university.
-

Outcome: achievement of other university functions

Final Step/Recommendation:

Prepared by:


FELICIANO G. SINON
Unit Head