



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: ROY P. BARBOSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.936

TOTAL NUMERICAL RATING: **4.936**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.936**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

ROY P. BARBOSA
Name of Staff

ROMEL B. ARMECIN
NARC, Director

Recommending Approval:

ROMEL B. ARMECIN
NARC, Director

Approved:

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

"Exhibit B"

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROY P. BARBOSA**, *Laboratory Technician* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 2023 to June 2023.

ROY P. BARBOSA

Ratee

Approved:

ROMEL B. ARMECIN

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									
Fabricate abaca power machine, twining and twisting machine, and power plant shredder	No. of abaca power stripper, plant shredder, twisting and twining machines fabricated	no. of power stripper fabricated	1	3	5	5	5	5	
		no. of plant shredder fabricated	1	3	5	5	5	5	
		no. of twisting and twining machine fabricated	1	2	5	5	4.5	4.5	
Perfrom carpentry and electrical at NARC offices and laboratories	No. of carpentry work and repairs of electrical wirings at NARC laboratories	no. of carpentry works	2	4	5	5	5	5	
		no. of electrical connections and repairs done	2	4	5	5	5	5	
Assists SRA's and Project Leaders in hauling field and office supplies	Provide services as requested by project staff	no. of request done by SRA's	3	4	5	5	5	5	
		no. of request done by study leaders	3	4	5	5	5	5	

	No. meetings attended	attended meetings	6	6	5	1	45	4.83	
Total Over-all Rating								-	

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose: Responsible and needs very little supervision

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN
Director, NARC

Date: _____

ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

MARIA JULIET C. CENIZA
OVPREI

Date: _____

PERFORMANCE MONITORING

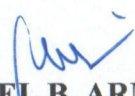
Name of Employee: **ROY P. BARBOSA**

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
1	No. of power stripper fabricated	1	April 1, 2023	April 1, 2023	3	Very Impressive	O	Responsible and needs very little supervision.
2	No. of shredder fabricated	1	April 1, 2023	June 1, 2023	3	Very Impressive	O	
3	No. of twisting and twining machines fabricated	1	April 1, 2023	June 1, 2023	2	Very Impressive	O	
4	No. of carpentry works	2	April 1, 2023	June 1, 2023	4	Very Impressive	O	
5	No. of electrical connections and repairs done	2	As needed		4	Very Impressive	O	
6	No. of requests done by SRAs	3	As requested		4	Very Impressive	O	
7	No. of requests done by study leaders	3	As requested		4	Very Impressive	O	
8	No. of meetings attended	6	As scheduled		6	Very Impressive	O	

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

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

Prepared by:


ROMEL B. ARMECIN
 Study Lead



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

Name of Staff: ROY P. BARBOSA

Position: Admin Aide I

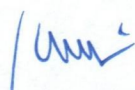
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 his work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his 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					
Average Score					

Overall recommendation : _____


ROMEL B. ARMECIN
 Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROY P. BARBOSA**

Performance Rating: **OUTSTANDING**

Signature: _____



Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: Jan 1, 2023 Target Date: June 30, 2023

First Step:

1. Prepare periodic plan of activities and targets on Postharvest processing machines.
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:


1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

Needs to participate trainings on machining, welding and other related works.

Prepared by:


ROMEL B. ARMECIN
Unit Head