### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

### MARIO A. VALENZONA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.94	70%	3.458
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
		TOTAL N	UMERICAL RATING	4.832

TOTAL NUMERICAL RATING:

4.83

Add: Additional Approved points, if any:

4.83

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Name of Staff

Recommending Approval:

FELICIANO G. SINON
Department/Office Head

REMBERTO A. PATINDOL Chairman, PMT

Approved:

GARDO E. TULIN President

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

## MARIO A. VALENZONA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.94	70%	3.458
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
-		TOTAL N	JMERICAL RATING	4.832

TOTAL NUMERICAL RATING:

4.83

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN President

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte, Philippines

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide 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 Jan 2017 to June 2017.

Project/Study Leader Recommending Approval: LUZO. MORENO

Approved: FELICIANO 6. SINON
Head of Unit

		in the second se	The second secon	1		Account to the second	of the same of the same	The second second second	the state of the s
MFO & Performance	Success Indicators	Tack Assigned	Tarnet	Actual		RA	RATING		Remarks
Indicators (PI)	2 10 10 10 10 10 10 10 10 10 10 10 10 10		200	Accomplishments	ō	E <sup>2</sup>	<b>L</b> 3	A.	
MFO2: Research		Research: At least 90% of total tasks				_			
Services									
Field Evaluation	Field Evaluation   Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	005	72	8.7	8.4	4.87	
	of promising abaca accessions potted	promising abaca accessions							
	and hardened for field evaluation in another area								
	Number of missing hills replanted	Replant missing hills	100	. 051	4	4.8	4.5	H. 77	
	Number of laborers supervised in all	Supervise laborers in all research	2	4	۷,	4	V	1-0	
	research related activities	related activities							
	Number of reports prepared	Research report prepared	-	4	4	8.4	8-4	4.87	
		Others: At least 10% of total tasks							
Others:	Number of center related activities assisted	Assist in center related activities (booth		*	4	4	7	5-0	
		construction, designing and decoration)							
	Number of center committee membership	Perform center committee membership		7	7	7	4	6-1	
	assignments	assignments							
	Set-up experimental area in VSU	Prepare area bycleaning and underbrushing,	-	3	1	4	4	6.7	
		Lay-outing and digging of holes							
		·							
		and an adding the spring to proper processing the spring an adding to a processing the spring and an adding to a processing the spring and th			1	1	1		
	range arbeitantika entitriyadan da sigat kaya na paratekan kaya na na kakan kan kaya kaya kaya								
					-				
						_		The second secon	

The second secon	Number of laborers supervised in cleaning the VSU	Supervise laborers in VSU cleaning	2	5.0
	campus	as requested by Sir Capuno		
Total Over-all Rating				
	FINAL RATING			494
	ADJECTIVAL RATING			Outstanome.
Received by:	Calibrated by:	Recommending Approval:	Approved by:	
Signature States	REMBERTO'N, PATINDOL PMT	OTHEKLO B. CAPUNO Vice President	E	EDGARDO E. TULIN
Date:	Date:	Date:	Da	Date:

# VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte, Philippines

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide 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 Jan 2017 to June 2017.

Recommending Approval: LUCO. MORENO

Project/Study Leader

Approved: FENCIANO G.

MFO & Performance	Success Indicators	Tack Acelonad	Tarnat	Actual		RATING	NG	Remarks
Indicators (PI)	0.0000000000000000000000000000000000000	700000000000000000000000000000000000000	- ARIBA	Accomplishments	ō	E <sup>2</sup> 1	T3 A'	
MFO2: Research		Research: At least 90% of total tasks						
Services								
Field Evaluation	Field Evaluation Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	500	2	4.8	5 4.87	7
	of promising abaca accessions potted	promising abaca accessions						
	and hardened for field evaluation in another area							
	Number of missing hills replanted	Replant missing hills	100	150	2	4.8 4	4.5 4.77	7
	Number of laborers supervised in all	Supervise laborers in all research	2	4				
	research related activities	related activities						
	Number of reports prepared	Research report prepared	-	2	5	5	5 5.00	0
		Others: At least 10% of total tasks						
Others:	Number of center related activities assisted	Assist in center related activities (booth		2	5	4.8 4	4.8 4.87	7
		construction, designing and decoration)						
	Number of center committee membership	Perform center committee membership		2	5	5	5 5.00	0
	assignments	assignments					+	
	Set-up experimental area in VSU	Prepare area bycleaning and underbrushing,	-	2	2	5	5 5.00	0
	•	Lay-outing and digging of holes						
						1	+	
						+	+	
					I	+	+	

	Number of laborers supervised in cleaning the VSU	Supervise laborers in VSU deaning	2	8	5	5 5	5 5 5.00
	campus	as requested by Sir Capuno					
Total Over-all Rating							34.51
	FINAL RATING			4.45			4.94
	ADJECTIVAL RATING			Very satisfactory	TUO	OUTSTANDING	NG
Received by:	Calibrated by:	Recommending Approval:		Approved by:			
	REMBERTO A. PATINDOL.	OTHELLO B. CAPUNO Vice President		Ш	EDGARDO E. TULIN President	RDO E. TU President	S.
Date:	Date:	Date:		Ď	Date:		

## Instrument for Performance Effectiveness of RDE Support Staff

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

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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	<b>Descriptive Rating</b>	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)	-	5	Scal	е	
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	
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	
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	
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	-
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	
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	
	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	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	-
2.	Willing to be trained and developed	5	4	-3	2	
12	Total Score		t	)[		

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	е	
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		4.	58	/	
	Average Score					

Overall recommendation

OUNTANDING

LUZ O. MORENO
Project Leader/Study Leader

## Instrument for Performance Effectiveness of RDE Support Staff

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

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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.

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		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)			Scal	e	
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	
2.	Makes self-available to clients even beyond official time	5	4)	3	2	Ī
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	
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	
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	
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	
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	T
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	
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	
	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	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	
2.	Willing to be trained and developed	5	4	3	2	
	Total Score		43	(		X. S. S.

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	е	
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		4	3	2	1
	Total Score	11.7110	4.	58	1	
	Average Score					og state

1000				
A	Mary and the second		38 36	
( Nucrali	pacomi	non	no:	non
Overall	ICCUITE	1 FG3 F	uci	SUL I

: OURTHUDING

LUZ D. MORENO
Project Leader/Study Leader