


**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JANUARY TO JUNE 2019**

Name of Administrative Staff : **ANTONIO Y. ABAYABAY**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (4) |
|---|----------------------------|-----------------------------|---------------------------------------|
| 1. Numerical Rating per IPCR | 4.854 | 70% | 3.398 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.43 |
| | | | 4.823 |

| | |
|---|--------------------|
| TOTAL NUMERICAL RATING : | <u>4.823</u> |
| Add: Additional Approved Points, if any : | <u>-</u> |
| TOTAL NUMERICAL RATING : | <u>4.823</u> |
| ADJECTIVAL RATING : | <u>Outstanding</u> |

Prepared by:


ANTONIO Y. ABAYABAY
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANTONIO Y. ABAYABAY, Admin Aide VI of the National Coconut Research Center - Visayas, 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 to June, 2019.

ANTONIO Y. ABAYABAY
Admin. Aide VI

MARIA JULIET C. GENIZA
Director, NCRC-V
Date: _____

| MFO No. | MFOs/PAPs | Success Indicator (SI) | Persons Responsible | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|---------|--|---|---|--|------------------------|------------------------|---------|------------|------------|---------|--------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| | General Administration and Support Services (GASS) | | | | | | | | | | |
| 8 | Administrative and Facilitative Services | | | | | | | | | | |
| | Efficient and customer friendly frontline services | A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | NCRC-V Core Staff | Customer friendly frontline services | 100% customer friendly | 100% customer friendly | 5 | 5 | 5 | 5.00 | |
| | Efficient office management and maintenance | A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc). | NCRC-V Core Staff, SRA/Aide, Admin Aide | Prepares/encodes/ prints research/ extension reports and budget | 6 | 10 | 5 | 5 | 5 | 5.00 | |
| | | | | Assists/encodes/ prints research proposals on coconut | 1 | 2 | 4 | 5 | 4 | 4.33 | |
| | | | | Assists/helps facilitates training | 1 | 2 | 5 | 4 | 5 | 4.67 | |
| | | | | Prepares powerpoint presentation, layout backdrop and welcome tarp | 2 | 2 | 4 | 5 | 5 | 4.67 | |
| | | | | Prepares/reproduces brochures/leaflets | 3 | 5 | 5 | 5 | 5 | 5.00 | |
| | | | | Prepares/encodes OPCR/IPCR | 1 OPCR; 14 IPCR | 1 OPCR; 14 OPCR | 5 | 5 | 4 | 4.67 | |
| | | | | Prepares Workloads,, class schedule | 6 | 6 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | | |
|--|--|--|--|---|-----|--|---|---|---|-------|--|
| | | | | Prepares/prints communication and notice of meetings | 6 | 8 | 5 | 5 | 5 | 5.00 | |
| | | | | Prepares/prints project/study leaders appointment | 5 | 8 | 5 | 5 | 5 | 5.00 | |
| | | | | Scans/prints documents (MOA/MOU. | 15 | 25 | 5 | 5 | 5 | 5.00 | |
| | | | | Sorts/consolidates documents for filing | 150 | 500 | 5 | 5 | 5 | 5.00 | |
| | | | | Downloads/prints office e-mail sent/receives. | 5 | 10 | 5 | 5 | 5 | 5.00 | |
| | | | | Entertains coconut farmers/clients and visitors | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| | | | | Assists and help facilitates RDE In-house Review and Planning Workshop | 1 | 1 | 4 | 5 | 4 | 4.33 | |
| | | | | Prepares/prints project/study reports for RDE In-house Review and Planning Workshop | 6 | 19 | 5 | 5 | 5 | 5.00 | |
| | | | | | | | | | | | |
| | | | | | | | | | | 4.854 | |
| Average Rating | | | | 4.854 | | Comments and Recommendations for Development Purpose: Dependable & Hard-working | | | | | |
| Punctuality | | | | | | | | | | | |
| Approved Additional Points (w/ copy of Approval) | | | | | | | | | | | |
| FINAL RATING | | | | 4.854 | | | | | | | |
| ADJECTIVAL RATING | | | | Outstanding | | | | | | | |

Evaluated by:

MARIA J. CENIZA
Center Director

Date: _____

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO Y. ABAYABAY

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output* | Overall Assessment of Output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 1 | Prepares/encodes/ prints research/ extension reports and budget | Prepares/encodes/ prints 10 research/ extension reports and budget | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 2 | Assists/encodes/ prints research proposals on coconut | Assists/encodes/ prints research proposals on coconut | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 3 | Assists/helps facilitates training | Assists/helps facilitates 2 trainings | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 4 | Prepares powerpoint presentation, layout backdrop and welcome tarp | Prepares 2 powerpoint presentation, layout backdrop and welcome tarp | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 5 | Prepares/reproduces brochures/leaflets | Prepares/reproduces brochures/leaflets | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 6 | Prepares/encodes OPCR/IPCR | Prepares/encodes 1 OPCR/14 IPCR | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 7 | Prepares Workloads,, class schedule | Prepares Workloads,, class schedule | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 8 | Prepares/prints communication and notice of | Prepares/prints communication and notice of | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 9 | Prepares/prints project/study leaders | Prepares/prints project/study leaders appointment | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 10 | Scans/prints documents (MOA/MOU. | Scans/prints documents (MOA/MOU. | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 11 | Sorts/consolidates documents for filing | Sorts/consolidates 500 documents for filing | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 12 | Downloads/prints office e-mail sent/receives. | Downloads/prints office e-mail sent/receives. | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 13 | Entertains coconut farmers/clients and visitors | Entertains coconut farmers/clients and visitors | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 14 | Assists and help facilitates RDE In-house Review and Planning Workshop | Assists and help facilitates RDE In-house Review and Planning Workshop | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |
| 15 | Prepares/prints project/study reports for RDE In-house Review and Planning Workshop | Prepares/prints project/19 study reports for RDE In-house Review and Planning Workshop | Jan 2019 | June 2019 | Jan-June 2019 | Impressive | Very Satisfactory | |

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

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


 MARIA JULIET C. CENIZA
 Center Director

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2019Name of Staff : ANTONIO Y. ABAYABAPosition : Administrative Aide VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements |

| A. | Commitment (both for subordinates and supervisors) | Scales | | | | |
|----|---|--------|---|---|---|---|
| | 1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients | 5 | 4 | 3 | 2 | 1 |
| | 9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments. | 5 | 4 | 3 | 2 | 1 |
| | 12. Willing to be trained and developed | 5 | | | | |
| | Total Score | | | | | |

| B. | Leadership & Management (For supervisor only to be rated by higher supervisor) | Scale | | | | |
|----|---|-------|---|---|---|---|
| | 1. Demonstrate 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 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 office for further satisfaction of clients | 5 | 4 | 3 | 2 | 1 |
| | 4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit. | 5 | 4 | 3 | 2 | 1 |
| | 5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit. | 5 | 4 | 3 | 2 | 1 |
| | Total Score | | | | | |
| | Average Score | | | | | |

Overall recommendation :

MARIA JOYET C. CENIZA
Director, NCRC-V

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: JANUARY TO JUNE 2019

| | | |
|---|-----------------|---------------------------------|
| √ | 1 st | Q U A R T E R |
| √ | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Officer : **ANTONIO Y. ABAYABAY**
Head of Section : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. Specify) | |
| | One-on-One | Group | | | |
| Monitoring Filing system | √ | √ | | | |
| Coaching filing of documents | √ | √ | | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2019

Name of Employee: ANTONIO Y. ABAYABAY
Performance Rating: Very satisfactory

Aim: To mold the employee into an efficient, effective and outstanding Administrative Aide VI.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: February 11, 2019 Target Date: March 12, 2019

First Step: _____
_____ Allow him to attend seminars/workshop/trainings that is relevant to his work.

Result: _____
_____ Had attended the ISO training.

Outcome: _____
_____ Had working knowledge of the ISO system.

Prepared by: _____
MARIA JULIET C. CENIZA
Unit Head

Conform: _____
ANTONIO Y. ABAYABAY