#### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

#### **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.54	70%	3.178
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
	TOTAL N	UMERICAL RATING	4.579

**TOTAL NUMERICAL RATING:** 

4.58

Add: Additional Approved points, if any:

**TOTAL NUMERICAL RATING:** 

4.58

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

Reviewed by:

OCON

Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN President /

## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ZAIDA A. FLORES, 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 July, 2016 to December 2016

MARIA ZAIDA A. FLORES

Ratee

Approved: FELICIANO S. SINON

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	TIN		a stanonnio algana		Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO5: Research & Extension			ent. Printe denni tille entre denne tempe dette på bleve til dette træ påde entiple entre betydgene dette spræde		-				
Admin. & Support Services			en krise i krisin dini siki sikishi maspirikan perumakkinga krise piga ngaping ta asata sawanyi yilang caran,						
Preparation of:	Number of Trip Tickets	Trip tickets	15	2%	5	5	4	4.67	
	prepared								Employment of the second of th
	Number of RIS prepared	Requisition Issue Slip (RIS)	15	30	5	5	4	4-67	Special department and department of the series
	Number of OS/BUS	Obligation/Budget Util. slip	5	15	5	5	4	4.67	Military Procedures and Control of the Control of t
	Number of T.O's prepared	Travel Orders (T.O)	30	47	15	4	4	4.33	Photographerical and combines and company or
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	14	5	4	5	4.67	Anthronous melaborar substitution in the nationary or substitution of
	Number of Certificates of	Certificate of Travel completed	5	12	5	Proposition and State of State	Proposition Management	mangine or separatural nativitation of separate	Hirto varioneedro h. min raviones, maging error e-sissaga hiba
	Travel completed prepared	w/ & w/o revised itinerary			3	5	4	4.67	
	Appointment as NARC OIC	Appointment as NARC OIC	5		Б	5	4	4.67	direjopali mediana addopalmenci kypula maso ndeugeja
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	5		3	4	4	3.67	tras referencianes naringenes, que en desér entranças que
	Number of liquidations report prepared	Liquidation Report	10	Į D	3	4	4	3.67	time parkentidase e referances (republicas intellados es <sub>e</sub>
	Number of Job Request	Job Request	2	Administration of the contract	5	5	4	4.67	Prilymaj establishe infolisheriat, inga dimplaces rida agazona
	Number of PR's	Purchase Request	20	63	5	5	4	4.67	(mananinadapa - alindabina (mananihan midapaka)
	Number of DV's	Disbursement Vouchers	50	81	5	5	5	5	propositions adorginis indistribus-Adoption
A STATE OF THE STA	Number of VAT Cert.prepared	VAT Certificate upon payment	5	15	5	E	4	4.47	peter ray mendednes en rador ray one ser judici est patencia indicipios indice
estera kaj introduciona kaj englas californis de vaj signis e <sup>n tr</sup> i de en maj kaj distributo de la energia en algebra en de en la entre de en	Number of IAR's prepared	Inspection & Acceptance Report	30	48	5	7	1	4.33	Marserandinia e rejevalineas popularinas etdispolenyo
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erstens untermentelle der vertreicht der geleichte der der sterstelle der der der der der der der der der de	Number of DTRs/CSR	Daily Time Record (DTR)/	k Deurs virall spirit-dendet spirit state fil flat regenst - mapsus påler uppropurhend after biometry klader upps de	estando entrater metronoministrator salvativo vigolino entimpiano entre politico parte del salva propriato entre propriato ent	-	- Armania - street	topicames plentument		Marine states and resistant and appropriate regulations are a
		CSR of NARC Core staff	15	27_	5	4	5	4.47	erantemiddae e agle fabrani, na aesantem replace (na ma

	Number of Application Leave prepared	Application for Leave	6	18	5	5	4	4.67	
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	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	10	35	5	5	4	4.67	Mill, della vi in mandatta pilation pilativi vi vanta suusia viadi supe
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	12	5	4	5	4.67	Alla the consistent of the section o
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	34	5	5	4	4.67	Май (Alabih v из Волондов, удобура (Алар (А
Recording of in-coming/out-going	Number of documents	Communication/docs logged/							
documents		encoded	200	475	5	5	4	4.67	Age age - or granted and principle is a spiriture a periodic principle.
Consolidation/binding of locuments files	Number of consolidated/bound files	Consolidated bound files	15	25	5	4	5	4.67	официйн солоной обин төрүүлөн колон, о айхандарын багарда
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Treasurer's Report	Number of Financial Report	Financial report center activity	necessaria a requisiran de game e e propuer a considera que e espera e e para puesa. Z	6	5	4	5	4.67	Man, ghidia mamhaintar sama pankan Banus, -a Balka igragilar fasifaspa
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Book plane tickets @ PAL Cebu Pacific for official travel of NARC Staff		booked & follow-up	2	6	5	4	4	433	diputa in menindrahig menjahaganan, menjahagan mengapan per
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	Number of PDS prepared/ updated	Personal Data Sheet	2	2	3	4	4	3.67	
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	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	12	5	4	5	4.67	tega - ensimer umalin buterprisen - rudigep iz-
Clearance from office	Number of staff cleared	Staff cleared from accountability	5	34	5	5	4	4.67	ite in the indicate the section of t
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Book plane tickets @ PAL		booked & follow-up	2	6	5	4	4	4.33	per filling a rean extended and the
Cebu Pacific for official travel of JARC Staff								4.00	
Photocopying/ printing services	Number of copies	Documents photocopied/	50	120	5	5	4	4.67	a e- Malines formació puede millos es frépuese de

Committee assignments/special	Number of actual hours rendered	Committee assignments complied with/	en de la companya de		and the second	and the same of th	The Proposition of the Control of th	e approving the demonstrate, requirements	gridafinitivis izvisimalnim militarististim registratina izvinistaj autoriaj ajan m. "mijana
assignment/Evaluation facilitator	Number of Faculty evaluation facilitated	administer teaching evaluation assigned at DASS,VSU	5	8	5	5	4	4.47	
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into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit & products displayed outside NARC-VSU during agri industrial fair							
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/ entertained Answers phonecalls in- coming calls	Briefed/entertained visitors assisted	100	350	5	4	5	4.67	водит «повойтичейной», подпры и поддат подда
ianao ar produces	ooming ours		n tillade haven stam fillen mengemende tillade francossinuar film h <sub>er</sub> manndas billig de me	and an advant special register is a modern from the great and return to its advant of the an exchanged, made and and	eletre a religion (n. e.). esperigiones, es religi		остуденняй стіпрінуюся	140.74	alayan makaarandirantu, ugaran mulaarii selayi
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Ave. Rating (Total Over-all rating divided by 4)		•
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Received by:

DANIEL M. TUDTUD OVPRGEA

Calibrated by:

REMBERTO A. PATINDOL

PMT

Recommending Appr

Vice President

Approved by:

President MA

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: MARIA ZAIDA A. FLORES 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.

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	<b>(5)</b>	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
2.	Willing to be trained and developed	5	4	3	2	1
	Total Score					**

	Leadership & Management (For supervisors only to be rated by higher supervisor)		8	cale	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	<b>4</b>	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	4			
O verall recommendation	4			

FBLICIANO S. SINON Name of Head/Director