



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2020

Annex P

Name of Administrative Staff: **CHITO L. LEONOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.778	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.76


TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76


ADJECTIVAL RATING: Outstanding

Prepared by:

CHITO L. LEONOR
Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA
Director

Approved:


OTHELLO B. CAPUNO
Vice President, Research, Extension & Innovation



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHITO S. LEONOR, Admin Aide III 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 2020.

CHITO S. LEONOR

Admin. Aide III

MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishmen ts	Actual Accom- plishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	Administrative and Facilitative Services										
	Efficient office management and maintenance	Number of NCRC-V meetings conducted	Attend University/department's meeting	6	116.67%	7	4	5	5	4.67	
		Number of visitors/clients/investors briefed and entertained.	Entertains visitors/clients	85% served with no complaint	117.65%	100%	4	5	4	4.33	
		Number of documents photocopied/scanned	Helps photocopy/scan official documents	50	160.00%	80	4	5	5	4.67	
		Number of documents sorted	Helps sort official office documents	100	200.00%	200	5	5	5	5.00	

		Percentage of trips completed for in-campus & out-campus trips to conduct/fetch NCRC Personnel to their destinations	Drives NCRC-V vehicle for in-campus & out-campus trips to conduct/fetch NCRC personnel to their destinations	100% of staff/visitors conducted safely	100.00%	100%	5	5	5	5.00	
			Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition.	3 times a week (maintain/check vehicle)	133.33%	4 times a week	5	5	5	5.00	
Average Rating			4.778		Comments and Recommendations for Development Purpose:						
Punctuality					<i>Is able to troubleshoot and solve work-related problems or assigned jobs. May improve on communication with supervisor.</i>						
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.778								
ADJECTIVAL RATING			Outstanding								

Evaluated by:


 MARIA JULIET C. CENIZA
 Center Director

Date:

Approved:


 OTHELLO B. CAPUNO
 Vice President for Research, Extension & Innovation

PERFORMANCE MONITORING FORM
JANUARY TO JUNE 2020

Name of Employee:  **CHITO L. LEONOR**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/Recommendations
1.	Assists and helps facilitate NCRC-V In-House Review and Workshop	Assisted and helped facilitate NCRC-V In-House Review and Workshop						
2.	Assist/helps facilitate training	Assisted/helped facilitate 3 trainings	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
3.	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
4	Drives NCRC-V vehicle for in-campus & out-campus trips to conduct/fetch NCRC personnel to their destinations	Conducted/fetched staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao (100% staff/visitors conducts safely)	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
5.	Sees to it that NCRC-V Adventure is available, clean and in good running condition	Sees to it that NCRC-V Adventure is available, clean and in good running condition (4 times a week checks and maintains)	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
6.	Repairs minor defective parts of NCRC-V Adventure	Repaired 3 minor defective parts of NCRC-V Adventure	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
7	Prepares DTR, PDS and other documents	Prepared 6 DTR, 1 PDS and other documents	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

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

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


MARIA JULIET C. CENIZA
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: CHITO L. LEONOR

Position: Admin Aide III

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 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						
Average Score						

Overall recommendation

: Has to improve on communicating with peers to avoid misunderstanding

MARIA JULIET C. CENIZA

Printed Name and Signature of Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2020

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

Name of Officer : **CHITO LEONOR**

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 vehicle maintenance					
	√				
Coaching * Frontline service and ensuring to be customer friendly					
	√	√			

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
January to June 2020

Name of Employee: CHITO L. LEONOR

Performance Rating: _____

Aim: To become an efficient and effective Administrative Aide worker.

Proposed Interventions to Improve Performance:

Date: January 7, 2020 Target Date: January 30, 2020

First Step:

Discussed with the Administrative worker to sort, organize and declutter vehicle
tools and equipment in his keeping.

Date: April 2, 2020 Target Date: April 15, 2020

Next Step:

Had him make an inventory of these tools


Outcome: Easily traceable equipment and tools

Final Step/Recommendation:

Prepared by:


MARIA JULIET C. CENIZA
Director, NCRC-V

Conforme:


CHITO L. LEONOR
Name of Ratee