

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Staff/Position: HOMER LOIS P. NAPOLES (Administrative Aide III)


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.89


ADJECTIVAL RATING: OUTSTANDING

Prepared by: Evaluated and Rated by:


HOMER LOIS P. NAPOLES
Name of Staff


BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy

Recommending Approval:


VICTOR B. ASIO, PhD.
Dean, College of Agriculture and Food Science

Approved:


BEATRIZ S. BELONIAS, PhD.
Vice President, Instruction

COMPUTATION OF FINAL NUMERICAL RATING FOR
ADMINISTRATIVE STAFF

Name of Staff Position: HOMER LOIS E. HAROLD (Administrative Aide III)

Comments	Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)	(2)	(3)	(4)
1. Numerical Rating per F-8	4.00	40%	1.60
2. Supervisor's assessment of his contribution toward attainment of office accomplishment	4.00	60%	2.40
TOTAL NUMERICAL RATING			4.00

TOTAL NUMERICAL RATING:
Add. Additional: Approved 9/10/64 H. say
TOTAL NUMERICAL RATING:

4.00
4.00

OUTSTANDING

ADJECTIVAL RATING:

Evaluated and Rated by:

Prepared by:

RESTATE, RAINIER, RAINIER
Head of the Department

HOMER LOIS E. HAROLD
Administrative Aide III

Recommending Approval:

VICTOR B. ASH, PhD
Dean, College of Agriculture and Food Science


Approved:


RESTATE, RAINIER, RAINIER
Vice President, Institution

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, HOMER LOIS P. NAPOLES, Administrative Aide III of the Department of Agronomy, 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 2018.


HOMER LOIS P. NAPOLES
Administrative Aide III
Date: _____


BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
General Administrative Support Services (GASS)	No. of documents prepared	Prepares payrolls, travel orders, job request, purchase request, cash advance, travel reimbursements, trip tickets, application for leave and other documents	360	617	5	5	5	5.00	
	No. of documents submitted	Prepares and submit payrolls, travel orders, job request, purchase request, cash advance, travel reimbursements, trip tickets, application for leave and other documents	360	458	5	5	4	4.67	
	No. of documents encoded	Encodes laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, certificate of service rendered, teaching loads, individual faculty workload, app, opcr/ipcr and other documents	200	318	5	5	5	5.00	
	No. of documents reproduced	Reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, certificate of service rendered, teaching loads, individual faculty workload, app, opcr/ipcr and other documents	500	655	5	5	4	4.67	

(b)(3) (C) INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

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Task Assigned		In Progress		Completed		Total	
Task	Assigned	In Progress	Completed	Total	Task	Assigned	Completed
1. Review and approve all documents submitted for review.	100%	100%	100%	100%	1. Review and approve all documents submitted for review.	100%	100%
2. Review and approve all documents submitted for review.	100%	100%	100%	100%	2. Review and approve all documents submitted for review.	100%	100%
3. Review and approve all documents submitted for review.	100%	100%	100%	100%	3. Review and approve all documents submitted for review.	100%	100%
4. Review and approve all documents submitted for review.	100%	100%	100%	100%	4. Review and approve all documents submitted for review.	100%	100%
5. Review and approve all documents submitted for review.	100%	100%	100%	100%	5. Review and approve all documents submitted for review.	100%	100%

	No. of documents filed	Files memos, teaching evaluation, grade sheets/completion of grades, approved leave, PR's, payrolls, appointments, TO's, minutes of meetings, faculty workloads and other documents	300	520	5	5	4	4.67	
	No. of documents e-copied	Converts hard copied files to e-copy/image files for filing	50	315	5	5	5	5.00	
	No. of clientele served	Entertains queries and assist students, faculties and walk-in clients	120	415	5	5	5	5.00	
	No. of phone calls entertained	Entertain and assist phone call queries	50	315	5	5	5	5.00	
	No. of office equipment/devices managed	Manage office and laboratory equipment/devices	5	15	5	5	5	5.00	
	No. of office equipment/devices monitored	Monitors computers, printers, copier, projectors, power supply and local area network devices life span and efficiency	5	15	5	5	5	5.00	
	No. of times troubleshooted the computers, printers, copier, projector and local area network	Performs troubleshooting on crashed softwares and computers, printing and printer errors, projector display errors and network service errors	0	18	5	5	5	5.00	
	No. of times performed maintenance on computers, printers and copier	Perform maintenance service check on computers, printers and copier, refills ink both copier and printer, updates softwares, and remove malwares and viruses	0	25	5	5	5	5.00	
	No. of purchase request monitored	Monitor purchase request and follow up of availability in the office supply	0	5	5	5	5	5.00	
	No. of special task performed	Designs and photoshops tarpaulins, ID pictures, programs, labels, invitations, certificates, image documents and others, create video and powerpoint presentations, and set-up local printing network	0	7	5	5	5	5.00	
	No. of innovations developed	Developed formulas in excel when documents needed for the faculty and staff for easier encoding and tallying of data, e-filing of soft and hard copies for easier retrieval and centralized network printing and scanning of documents	0	3	5	5	5	5.00	
Total Over-all Rating								74.00	

Table 1: Summary of Project Activities and Costs									
Activity	Unit	Quantity	Unit Cost (\$)	Total Cost (\$)	Material Cost (\$)	Labour Cost (\$)	Overhead Cost (\$)	Profit (\$)	Total Project Cost (\$)
Design and development of software	Person-hours	100	100	10,000	0	10,000	0	0	10,000
Programming and testing of software	Person-hours	200	100	20,000	0	20,000	0	0	20,000
Installation and commissioning of equipment	Person-hours	50	100	5,000	0	5,000	0	0	5,000
Operation and maintenance of equipment	Person-hours	100	100	10,000	0	10,000	0	0	10,000
Training of staff	Person-hours	20	100	2,000	0	2,000	0	0	2,000
Documentation of project	Person-hours	30	100	3,000	0	3,000	0	0	3,000
Travel and accommodation	Person-days	10	100	1,000	0	1,000	0	0	1,000
Other miscellaneous costs	Person-hours	10	100	1,000	0	1,000	0	0	1,000
Total				52,000	0	52,000	0	0	52,000


Average Rating (Total Over-all rating/3)		4.93
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and Rated by:


BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy
Date: _____


- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Recommending Approval:


VICTOR B. ASIO, PhD.
Dean, College of Agriculture and Food Science
Date: _____

Comments & Recommendations for
Development Purpose:
*attend training & conferences
relevant to your function*

Approved by:


BEATRIZ S. BELONIAS, PhD.
Vice President, Instruction
Date: _____

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: January - June 2018

Name of Staff/Position: HOMER LOIS P. NAPOLES (Administrative 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 exceed 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 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 task 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/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 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 the clientele.	5	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1	
12. Willing to be trained and developed.	5	4	3	2	1	
Total Score		57				
B. Leadership and 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 the 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	N/A				
Average Score	4.8				

Overall Recommendation: _____


BERTA C. RATILLA
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HOMER LOIS P. NAPOLES
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: June2018 Target Date: September 2018

First Step:
To attend seminars related to functions as Admin Aide

Result:
Got oriented with the necessary protocols and functions to do

Date: Target Date:

Next Step:
To attend seminars like office management, career development and enhancement and pursue advanced education or skills training

Outcome:

Final Step/Recommendation:

Prepared by:


BERTA C. RATILLA
Unit Head

EXHIBIT

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROBERT J. VABOLES
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Initiatives to Improve Performance:

Date: June 2018 Target Date: September 2018

First Step:

To attend seminars related to functions as Admin Aide

Result:

Get oriented with the necessary protocols and functions in the

Date:

Target Date:

Next Step:

To attend seminars like office management, correct documentation and editing and ensure the quality of work and attention to details

Outcome:

Final Step/Recommendation:

Approved by:

ROBERT J. VABOLES
(Signature)