COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

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

TOTAL NUMERICAL RATING:

<u>4.89</u>

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

<u>4.89</u>

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Evaluated and Rated by:

Name of Staff

Head, Dept. of Agronomy

Recommending Approval:

Dean, College of Agriculture and Food Science

Approved:

Vice President, Instruction

HOR DEFINAL LANGEMENT LANGE TO NORTH TURNING

Name of Staffyl-oathon comen LOIS F. NAPOLTS (Adminiaurative Aids III)

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ADJECTIVAL RATING:

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Prepared by:

Evaluated and Rated W:

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RESTA C. NATELA TRIAL

Recommending Appoints

<u>- VIOTOR B. ASIO, PED.</u> Death College of Agriculture and Egou Science

Approvedt

-REALEIZ S. BÉÉ DNIAS, EBE. Vice President, instruction

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	Accomplis	hment	Q¹	E²	T³	A⁴	Remarks
	Success indicators		Target	Actual					
General Administrative Support Services	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	
(GASS)	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, oper/iper 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	

Visayos Stave University College of Agriculture Food and Science DEPARTMENT OF ACHOMONY. Visca, Saybay City, Leyter

1, HOMER LOIS P. NAPOLES, Administrative Aide 19 of the Department of Aglonomy, commits to deliver and agree to be rated on the available and instrative Aide. 19 of the Department of Aglonomy, commits to deliver and agree to be rated on the available argument of the record-once with the indicated measures for the period discussly in June 2018.

Administrative Aide III

CHAPAS A SATURAL A PART ead, Dept. of Agrenomy

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

Evaluated and Rated by:

1-1-1-100	
BERTA C. RATILL	A Dhn
BERTA C. RATILL	A, PIID.
Head, Dept. of Ag	
Head. Debt. of Ad	ronomv

Date: _____

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

	Development Purpose: attent training & relevant to your fur
4.9	3 relevant to your for
OUTSTANDING	
Recommending Approval:	Approved by:
VICTOR B. ASIO, PhD.	BEATRIZ S. BELONIAS, Phd.
Dean, College of Agriculture and Food Science Date:	Vice President, Instruction Date:

Comments & Recommendations for

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: January - June 2018

Name of Staff/Position: HOMER LOIS P. NAPOLES (Administrative Aide III) models and believe to be be a second of the staff of the staff

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		
В.	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

Average Score			4.8		
Total Score			N/A		
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
 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 	5	4	3	2	1
 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

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Overall Recommendation:	
Overan Neconnicionanon.	

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:

EMPLOYER DEVELOPMENT OF LAN

Name of Employer HOVET 1918 9, VAPOLES
Padominue Rating, OUTSTAVQDVQ
Afm. To sustain the outstanding minsp
Proposed interventions to Improve Performance
User: June2018
First Step:
To create amounts of lancings and Amin Ards
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