



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONIO Y. ABAYABAY  
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, 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 2020

**ANTONIO Y. ABAYABAY**  
Admin. Aide VI

**MARIA JULIET C. CENIZA**  
Director, NCRC-V  
Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishments	Details of 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	Customer friendly frontline services	100% customer friendly	100.00%	100% customer friendly	5	5	4	4.67	
	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).	Prepares/encodes/ prints research/ extension reports and budget	6	183.33%	11	4	5	5	4.67	
			Assists/encodes/ prints research proposals on coconut	2	250.00%	5	5	5	4	4.67	
			Assists/helps facilitates training	1	200.00%	2	4	4	5	4.33	
			Prepares powerpoint presentation, layout backdrop and welcome tarp	2	500.00%	10	5	5	5	5.00	
			Prepares/reproduces brochures/leaflets	3	400.00%	12	5	5	5	5.00	
			Prepares/encodes OPCR/IPCR	1 OPCR; 10 IPCR	108.33%	13	4	4	5	4.33	



		Prepares Workloads,, class schedule	6	200.00%	12	5	5	5	5.00	
		Prepares/prints communication and notice of meetings	6	333.33%	20	5	5	5	5.00	
		Prepares/prints project/study leaders appointment	5	300.00%	15	5	5	5	5.00	
		Scans/prints documents (MOA/MOU.	15	133.33%	20	5	5	5	5.00	
		Sorts/consolidates documents for filing	150	234.67%	352	5	5	5	5.00	
		Downloads/prints office e-mail sent/receives.	50	500.00%	250	5	5	5	5.00	
		Entertains coconut farmers/clients and visitors	10	250.00%	25	5	5	5	5.00	
		Assists and help facilitates RDE In-house Review and Planning Workshop	1	100.00%	1	4	4	5	4.33	
									4.800	
Average Rating		4.800	Comments and Recommendations for Development Purpose: <i>Could deliver good outputs, however, has to prioritize and consider urgency of office matters to be accomplished.</i>							
Punctuality										
Approved Additional Points (w/ copy of Approval)										
FINAL RATING		4.800								
ADJECTIVAL RATING		outstanding								

Evaluated by:

MARIA JULIET C. CENIZA  
Center Director

Date:

Approved:

*O. 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 11 research/ extension reports and budget	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
3	Assists/helps facilitates training	Assists/helps facilitates 2 trainings	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares 10 powerpoint presentation, layout backdrop and welcome tarp	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/12 IPCR	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
8	Prepares/prints communication and notice of meetings	Prepares/prints communication and notice of meetings	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
9	Prepares/prints project/study leaders appointment	Prepares/prints project/study leaders appointment	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	1



11	Sorts/consolidates documents for filing	Sorts/consolidates 450 documents for filing	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates planning Workshop	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
15	Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	Prepares/prints project/ study reports for RDE In-house Review and Planning Workshop						

\* 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 to June 2020

Name of Staff: ANTONIO Y. ABAYABAY

Position: Admin Aide VI

**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.**

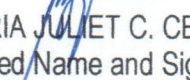
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 : *Perform well, however, has to give attention to urgent matters.*

  
 MARIA JULIET C. CENIZA  
 Printed Name and Signature of Supervisor

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: NCRC-V

Name of Employee: ANTONIO Y. ABAYABAY

Head of Office: MARIA JULIET C. CENIZA

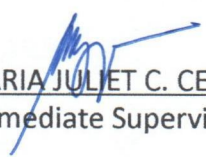
Number of Personnel: \_\_\_\_\_


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Monitoring of activities on documents records control	✓				
<b>Coaching</b>  Coaching on the 5S of housekeeping (Sort, set in order, shine standardize and sustain)	✓	✓			

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

Conducted by:

Noted by:

  
MARIA JULIET C. CENIZA  
Immediate Supervisor

  
OTHELLO B. CAPUNO  
Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN**  
**January to June 2020**

Name of Employee: ANTONIO Y. ABAYABAY  
Performance Rating: \_\_\_\_\_

Aim: To become and effective and efficient Administrative Aide worker

Proposed Interventions to Improve Performance:

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

First Step:

Enjoin him to review the 5s of housekeeping through online resources.

Result:

It further enhanced his knowledge in good housekeeping as applied in the office.

Date: Feb 3, 2020 Target Date: February 24, 2020

Next Step:

Put into practice the following elements of good housekeeping in office settings:

- ☐ Sorting of office documents
- ☐ Set in order
- ☐ Shining or cleaning up the work area
- ☐ Standardize
- ☐ Sustain

Outcome: Clean and organized work\place

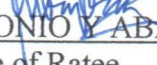
Final Step/Recommendation:

Participate in office-related webinars on office improvements (i.e. Document Tracking System)

Prepared by:

  
MARIA JULIET C. CENIZA  
Director, NCRC-V

Conforme:

  
ANTONIO Y. ABAYABAY  
Name of Ratee