



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.28	70%	2.996
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.496


TOTAL NUMERICAL RATING: **4.500**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.500**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


EDWIN V. BAGARINAO
Name of Staff


Reviewed by:


FELICIANO G. SINON
NARC, Director

Recommending Approval:


FELICIANO G. SINON
NARC, Director

Approved:


OTHELLO B. CAPUNO
Vice- President of R, E & I

[illegible]

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.28
ADJECTIVAL RATING		Very satisfactory


Comments & Recommendation for
Development Purpose:

Keep up the good job.


Evaluated & Rated by:

Recommending Approval:

Approved by:


FELICIANO G. SINON
Director, NARC

Date: _____


FELICIANO G. SINON
Director, NARC

Date: _____


OTHELLO B. CAPUNO
OVPRE

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	20	Jan. 1, 2020	Feb. 28, 2020	22	Impressive	VS	Keep up the good job.
2	No. of machining of shaftings	20	Jan. 1, 2020	Feb. 28, 2020	21	Very Impressive	O	
3	No. of threading of shaft for adjuster	20	Jan. 1, 2020	Feb. 28, 2020	21	Very Impressive	O	
4	No. of machining and fitting of pulleys	20	Jan. 1, 2020	Feb. 28, 2020	20	Impressive	VS	
5	No. of drilling of holes	15	March. 1, 2020	Apr. 30, 2020	21	Very Impressive	O	
6	No. of cutting of angle bars	40	March. 1, 2020	Apr. 30, 2020	40	Very Impressive	O	
7	No. of cutting and folding of GI pipe	40	March. 1, 2020	Apr. 30, 2020	40	Impressive	VS	
8.	No. of cutting of steel plate	55	March. 1, 2020	Apr. 30, 2020	55	Impressive	VS	

9	No. grinding of parts	10	March. 1, 2020	Apr. 30, 2020	11	Very Impressive	O	
10	No. of welding	10	May. 1, 2020	June 30, 2020	10	Impressive	VS	
11	No. of assembling of parts	20	May. 1, 2020	June 30, 2020	20	Impressive	VS	
12	No. of painting	20	May. 1, 2020	June 30, 2020	20	Impressive	VS	
13	No. of machine testing	3	May. 1, 2020	June 30, 2020	3	Impressive	VS	

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

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

Prepared by:


FELICIANO G. SINON
 NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2020**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **ADMIN AIDE 1**

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		55				

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		5.0				

Overall recommendation : **OUTSTANDING**


FELICIANO G. SINON
 Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**
Performance Rating: **OUTSTANDING**

Signature:  _____

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

-
- Cutting of shafting, angle bars and flat bars
 - Machining of bushings, shaftings, and steel plate
 - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

- Assist project leader in machine testing and operation.

Outcome: Comprehensive data on machine evaluation

Final Step/Recommendation:

New machine technology developed and evaluated.
Keep up the good job.

Prepared by:


FELICIANO G. SINON
Unit Head