

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : CHITO L. LEONOR

| Particulars<br>(1)                                                                                  | Numerical Rating<br>(2) | Percentage<br>Weight<br>(3) | Equivalent<br>Numerical Rating<br>(4) |
|-----------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|---------------------------------------|
| 1. Numerical Rating per IPCR                                                                        | 4.952                   | 70%                         | 3.466                                 |
| 2. Supervisor/Head's assessment of his contribution<br>towards attainment of office accomplishments | 5.000                   | 30%                         | 1.500                                 |
|                                                                                                     |                         |                             | 4.966                                 |

TOTAL NUMERICAL RATING : 4.966  
Add: Additional Approved Points, if any :  
TOTAL NUMERICAL RATING : 4.966  
ADJECTIVAL RATING : Outstanding

Prepared by:

  
CHITO L. LEONOR  
Name of Staff

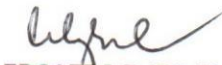
Reviewed by: .

  
MARIA JULIET C. CENIZA  
Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, CHITO L. LEONOR, Administrative 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 July to December, 2017.

**CHITO L. LEONOR**  
Admin Aide III

Date: \_\_\_\_\_

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

| MFO No.                                                    | MFO Description                                                                                                                        | Success Indicator (SI) | Task Assigned                                                                                                        | Target           | Actual Accomplishment                | Rating |   |   |      | Remark |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|--------|---|---|------|--------|
| UMFO 3. Research Services                                  |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
| NCRC MFO 1. Research Activities                            |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences                                                |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | In institutional fora/conferences                                                                                                      |                        | Assists and helps facilitate NCRC-V In-House Review and Workshop                                                     | 1                | 1                                    | 4      | 5 | 5 | 4.67 |        |
| UMFO4. Extension Services                                  |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
| NCRC MFO 1. Extension Activities                           |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | PI 1. Number of person-days trained weighted by length of training                                                                     |                        | Helps facilitate training                                                                                            | 1                | 2                                    | 5      | 5 | 5 | 5.00 |        |
| UMFO 6. General Administration and Support Services (GASS) |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
| NCRC MFO 1. Administrative and Facilitative Services       |                                                                                                                                        |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously |                        | Entertains visitors and clients                                                                                      | 50% no complaint | 100% clients served w/ no complaint  | 5      | 5 | 5 | 5.00 |        |
|                                                            | PI 9: Additional Outputs                                                                                                               |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | Efficient office management and maintenance                                                                                            |                        |                                                                                                                      |                  |                                      |        |   |   |      |        |
|                                                            | Driving and Maintenance Services                                                                                                       |                        | Conducts/fetches staff of NCRC-V , other offices and visitors to the different places in Luzon, Visayas and Mindanao | 50%              | 100% staff/visitors conducted safely | 5      | 5 | 5 | 5.00 |        |

|                       | Sees to it that NCRC-V Adventure is available, clean and in good running condition | 3 times a week clean | 5 times a week checked and maintained | 5 | 5 | 5 | 5.00  |
|-----------------------|------------------------------------------------------------------------------------|----------------------|---------------------------------------|---|---|---|-------|
|                       | Repairs minor defective parts of NCRC-V's Adventure                                | 1                    | 8                                     | 5 | 5 | 5 | 5.00  |
|                       | Documentation                                                                      |                      |                                       |   |   |   |       |
|                       | Prepares DTR, PDS and other documents                                              | 2                    | 2                                     | 5 | 5 | 5 | 5.00  |
| Total Over-all Rating |                                                                                    |                      |                                       |   |   |   | 34.67 |
| Average Rating        |                                                                                    |                      |                                       |   |   |   | 4.952 |
| Adjectival Rating     |                                                                                    |                      |                                       |   |   |   | 0     |

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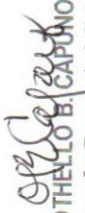
Calibrated by:

Recommending Approval:

Approved:

  
TERESITA L. QUINANOLA  
PRPEO

  
REMBERTO A. PATINDOL  
Chairman, PMT

  
OTHELLO B. CAPUNO  
Vice Pres. for Research & Extension

  
EDGARDO E. TULIN  
President

EMPLOYEE DEVELOPMENT PLAN  
Rating Period: July - December 2017

Name of Employee : CHITO L. LEONOR  
Performance Rating : \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: \_\_\_\_\_

Result: \_\_\_\_\_

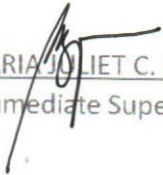
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
MARIA JULIET C. CENIZA  
Immediate Supervisor

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2017

Name of Staff : CHITO L. LEONORPosition : Administrative Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements                                                                                                                                  |

| A. Commitment (both for subordinates and supervisors)                             |                                                                                                                                                                                                                              | Scales |   |   |   |   |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---|---|---|---|
| 1.                                                                                | Demonstrate 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.                                                                                | 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 task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.                                                                                                          | (5)    | 4 | 3 | 2 | 1 |
| 12.                                                                               | Willing to be trained and developed                                                                                                                                                                                          | (5)    | 4 | 3 | 2 | 1 |
| Total Score                                                                       |                                                                                                                                                                                                                              | 60     |   |   |   |   |
| B. Leadership & Management (For supervisor only to be rated by higher supervisor) |                                                                                                                                                                                                                              | Scale  |   |   |   |   |
| 1.                                                                                | Demonstrate 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 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 office for further satisfaction of clients                                                             | (5)    | 4 | 3 | 2 | 1 |
| 4.                                                                                | Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.                                                                                                                   | (5)    | 4 | 3 | 2 | 1 |
| 5.                                                                                | Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed                                                              | (5)    | 4 | 3 | 2 | 1 |
| Total Score                                                                       |                                                                                                                                                                                                                              | 25     |   |   |   |   |
| Average Score                                                                     |                                                                                                                                                                                                                              | 5      |   |   |   |   |

Overall recommendation :

MARIA JULIE C. GENIZA  
Director, NCRC-V



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, CHITO L. LEONOR, Administrative 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 - June 2018

**CHITO L. LEONOR**  
Admin Aide III

Date: \_\_\_\_\_

**MARIA JULIET C. CENIZA**  
Director, NCRC-V

Date: \_\_\_\_\_

| MFO No.                                                    | MFO Description | Success Indicator (SI)                                                                                                                 | Task Assigned                                                                                                       | Target           | Actual Accomplishment | Rating  |            |            | Remark |
|------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|---------|------------|------------|--------|
|                                                            |                 |                                                                                                                                        |                                                                                                                     |                  |                       | Quality | Efficiency | Timeliness |        |
| UMFO 3. Research Services                                  |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
| NCRC MFO 1. Research Activities                            |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | PI 2. Number of research outputs presented in regional/national/int'l fora/conferences                                                 |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | In institutional fora/conferences                                                                                                      | Assists and helps facilitate NCRC-V In-House Review and Workshop                                                    | 1                |                       |         |            |            |        |
| UMFO4. Extension Services                                  |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
| NCRC MFO 1. Extension Activities                           |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | PI 1. Number of person-days trained weighted by length of training                                                                     | Helps facilitate training                                                                                           | 1                |                       |         |            |            |        |
| UMFO 6. General Administration and Support Services (GASS) |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
| NCRC MFO 1. Administrative and Facilitative Services       |                 |                                                                                                                                        |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | Entertains visitors and clients                                                                                     | 50% no complaint |                       |         |            |            |        |
|                                                            |                 | PI 9: Additional Outputs                                                                                                               |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | Efficient office management and maintenance                                                                                            |                                                                                                                     |                  |                       |         |            |            |        |
|                                                            |                 | Driving and Maintenance Services                                                                                                       | Conducts/fetches staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao | 50%              |                       |         |            |            |        |

|                       |               |                                                                                    |                      |  |  |  |  |  |  |
|-----------------------|---------------|------------------------------------------------------------------------------------|----------------------|--|--|--|--|--|--|
|                       |               | Sees to it that NCRC-V Adventure is available, clean and in good running condition | 3 times a week clean |  |  |  |  |  |  |
|                       |               | Repairs minor defective parts of NCRC-V's Adventure                                | 1                    |  |  |  |  |  |  |
|                       | Documentation | Prepares DTR, PDS and other documents                                              | 2                    |  |  |  |  |  |  |
| Total Over-all Rating |               |                                                                                    |                      |  |  |  |  |  |  |
| Average Rating        |               |                                                                                    |                      |  |  |  |  |  |  |
| Adjectival Rating     |               |                                                                                    |                      |  |  |  |  |  |  |

Received by:

  
**TERESITA L. QUINANOLA**  
 PRPEO

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Recommending Approval:

  
**OTHELLO B. CAPUNO**  
 Vice Pres. for Research & Extension

Approved:

  
**EDGARDO E. TULIN**  
 President