

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOBE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.83	70%	3.381
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.881

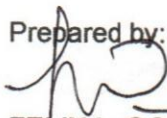
TOTAL NUMERICAL RATING: 4.881

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.881

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


FELIX L. OCON
Name of Staff

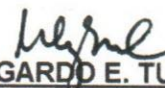
Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: JOVELYN G. JACOB

Position: Science Research Assistant

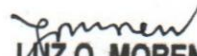
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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..	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
11.	Willing to be trained and developed	(5)	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		55			
Average Score		5.5			

Overall recommendation : OUTSTANDING


LUZ O. MORENO
Project Leader/Study Leader

VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte, Philippines
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOB**, Science Research Assistant of the National Abaca Research Center-Visayas State University 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 2017 to December 2017.

Recommended Approver: **JOVELYN G. JACOB** Ratee
 Project/Study Leader: **LUZ O MORENO**
 Head of Unit: **FELICIANO G. SINON**

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and chemical properties and in vitro conservation	Characterizes accessions on their fiber physical and chemical	6	10	5	5	4	4.67	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analysis	10	12	4	5	4	4.33	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	150	200	5	4	5	4.67	
Others	Number of reports prepared	Prepares research reports	1	2	5	4	5	4.67	
	Number of center-based committee membership assignments	Others: At least 10% of total tasks Perform center committee membership assignments	1	2	5	5	5	5	
	No. of suckers inoculated		100	300	5	5	5	5	
	No. of cultures transferred and micropropagated		1000	2000	5	5	5	5	
	No. of culture bottles/medium prepared		2000	3000	5	5	5	5	
	No. of liters of medium prepared and dispersed		500	1500	5	5	5	5	
	No. of accessions inoculated (with copy of approval)		50	100	5	5	5	5	
Total Over-all Rating	FINAL RATING								
	ADJECTIVAL RATING								

Received by: _____ Date: _____
 Calibrated by: _____ Date: _____
 Recommended Approver: **OTHELLO B. CAPUNO** Vice President
 Approved by: **EDGARDO E. TULIN** President
 Planning Office: **REMBERTO A. PATINDOL** PMT
 Date: _____

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOBE

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ADJECTIVAL RATING: OUTSTANDING

Prepared by:



FELIX L. OCON
Name of Staff

Reviewed by:



FELICIANO G. SINON
Department Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: JOVELYN G. JACOB Position: Science Research Assistant

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.

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2.	Makes self-available to clients even beyond official time	<u>5</u>	4	3	2	1
3..	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
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5.	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
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Total Score	55				
Average Score	5.00				

Overall recommendation : Outstanding

LUZ O. MORENO
Project Leader/Study Leader

VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte, Philippines
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOBE**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** 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 2017 to December 2017**.

JOVELYN G. JACOBE
 Ratee

Recommending Approval:

LIZ O MORENO
 Project/Study Leader

Approved: **FELICIANO G. SINON**
 Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
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Total Over-all Rating	FINAL RATING							48.33	
	ADJECTIVAL RATING							4.83	
					OUTSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office

REMBERTO A. PATINDOL
 PMT
 OTHELLO B. CAPUNO
 Vice President

EDGARDO E. TULIN
 President

Date:

Date:

Date:

Date:

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

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Carlo Jr
JOVELYN G. JACOBE
Ratee

Recommending Approval:
LUZ O MORENO
Project/Study Leader

Approved: **FELICIANO G. SINON**
Head of Unit

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Planning Office

Remberto A. Patindol
REMBERTO A. PATINDOL
PMT

OTHELLO B. CAPUNO
Vice President

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte, Philippines
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Recommending Approval:

LUZ O MORENO
 Project/Study Leader

Approved: **FELICIANO G. SINON**
 Head of Unit

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