## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIO R. ROM

Particulars (1)	Numerical Rating (2)	Equivalent Numerical Rating (2x3)	
15. Numerical Rating per IPCR	4.67	<b>(3)</b> 70%	3.269
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 30%	
	TOTAL N	UMERICAL RATING	4.643

**TOTAL NUMERICAL RATING:** 

4.64

Add: Additional Approved points, if any:

4.64

TOTAL NUMERICAL RATING:

OUTOTAN

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 ...

## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO R. ROM, Administrative Aide III 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 2016 to December 2010
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MARIOR ROM

Ratee

Approved:

EKICIANO 6. SINON

lead of Unit

MFO & Performance	Success Indicators	Tasks Assigned	Target	Actual Accomplishments		RA	TING		Remarks	
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<b>Total Over-all Rating</b>								-	A STATE OF THE PARTY OF THE PAR	

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Approved Additional		*** Administration of the contract of the cont
points		
(with copy of approval)	CHESTON BETTER THE STEEL S	For Community and district and appropriate contract and appropriate con
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	OVPRGEA
Date:	

Received by:

REMBERTO A. PATINDOL

PMT

Calibrated by:

OTHELEO B. CAPUNO OVPRE

Recommending Approval:

Approved by:

EDGARDO E. TULIN

rosident

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: MARIO R. ROM Position: ADMIN AIDE 3

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

3. Leadership & Management (For supervisors only to be rated by higher supervisor)				Scale				
Demonstrates mastery and expertise in all areas of work to gain trust, respect     and confidence from subordinates and that of higher superiors	t 5	4	3	2	1			
<ol><li>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.</li></ol>	5	4	3	2	1			
<ol><li>Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.</li></ol>	r 5	4	3	2	1			
<ol> <li>Accepts accountability for the overall performance and in delivering the output required of his/her unit.</li> </ol>	t 5	4	3	2	1			
<ol><li>Demonstrates, teaches, monitors, coaches and motivates subordinates for the improved efficiency and effectiveness in accomplishing their assigned task needed for the attainment of the calibrated targets of the unit</li></ol>		4	3	2	1			
Total Scor	9							
Average Scor	9		4.58	3				

Overall recommendation	:			
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FELICIANO G. SINON Name of Head/Director