

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARMANDO P. ALBARICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.467	x 70%	3.127
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.176	x 30%	1.253
TOTAL NUMERICAL RATING			4.380


TOTAL NUMERICAL RATING: 4.380

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.380

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


ARMANDO P. ALBARICO
Name of Staff

Reviewed by:


ARTHUR T. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARMANDO P. ALBARICO**, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.

Armando P. Albarico
ARMANDO P. ALBARICO
Administrative Assistant III
Date: August 8, 2017

Arthur It. Tambong
ARTHUR IT. TAMBONG
Department Head
Date: August 8, 2017

THE INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2017)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	PI 2. No. of management meetings conducted	Spearheaded meetings of the Building & Lawn Maintenance Committee of the College	Spearheaded meetings of the Building and Lawn Maintenance Committee of the College	2	5	5	4	5	4.7	
		PI 4. Number of academic lecture/laboratory rooms maintained	Maintenance and operation	Maintenance and operation	2	2	5	4	4	4.3	Postharvest and Abaca Processing Laboratory

		PI 5. Number of heavy equipment maintained	Maintenance	Maintenance	1	1	5	4	4	4	4.3	Tractor
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5	5.0	
		PI 11. Additional Outputs										
		Number of Oil Processing Equipment maintained	Maintenance and operation	Maintenance and operation	5	5	4	4	4	4	4.0	Plant Oil Technology Center equipment
		Number of Postharvest Equipment maintained	Maintenance and operation	Maintenance and operation	2	2	4	4	4	4	4.0	Plant Oil Technology Center equipment
		No. of dispatched trips driven safely and passengers conduct to their destination within specified time.		Conduct and fetch passengers inside and outside VSU campus	10	15	5	4	5	4	4.7	Dr. RCGuarte Trips
		Number of vehicle repaired and maintained	Maintain and repair College vehicles		2	2	4	4	4	4	4.0	Strada and protos canter
		Number of committee handled	Chairman of the Building & Lawn Maintenance Committee of the Coll. of Eng'g.	Supervise and plan	1	1	5	4	4	4	4.3	
Number of Performance Indicators Filled-up							4					
Total Over-all Rating							18.333					
Average Rating							4.467					
Adjectival Rating							Very Satisfactory					

Received by: 

Planning Officer
Date: _____

Calibrated by: 

REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____

Recommending Approval: 

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Approved: 

EDGARDO E. TULIN, Ph.D.
President
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan- June 2017
 Name of Staff: Armando P. Alcarico Position: Admin. Asst. III

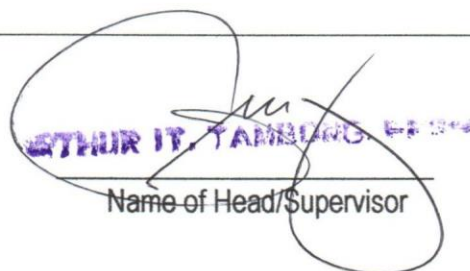
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		+ 20 51			
Average Score		71 → 4.176			

Overall recommendation : _____


 Name of Head/Supervisor