



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Wenifredo T. Soriano

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent Numerical<br>Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.63                    | 70%                      | 3.24                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.57                    | 30%                      | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.61</b>                             |

TOTAL NUMERICAL RATING: 4.61

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING Outstanding

ADJECTIVAL RATING: O

Prepared by:

WENIFREDO T. SORIANO  
Name of Staff

Reviewed by:

EUSEBIO R. LINA, JR.  
Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

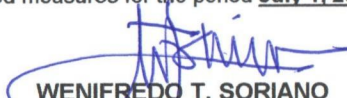



Visayas State University  
College of Arts and Sciences  
DEPARTMENT OF MATHEMATICS AND PHYSICS  
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Wenifredo T. Soriano**, of the Department of Mathematics and Physics, **College of Arts & Sciences** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2020 to December 31, 2020**

  
**WENIFREDO T. SORIANO**  
Administrative Aide II  
Date: 1/28/2021

  
Approved: **EUSEBIO R. LINA, JR.**  
Head, DMP  
Date: 1/29/2021

| MFO & PAPs                         | Success/Performance Indicators(PI)  | Tasks Assigned                                      | Target | Accomplishment | Rating         |                |                |                | Remarks |
|------------------------------------|---|---|--------|----------------|----------------|----------------|----------------|----------------|---------|
|                                    |   |   |        |                | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>MFO:1 Support to Operations</b> |   |   |        |                |                |                |                |                |         |
|                                    | PI.1. Percentage of apparatus facilitate and inventory                      | Facilitates and inventory of apparatus during cov19 | 90%    | 100%           | 5              | 5              | 4              | 4.667          |         |
|                                    | PI.2. Percentage of apparatus regular maintenance of minor trouble shooting | Maintains regular minor trouble shooting            | 90%    | 100%           | 4              | 5              | 4              | 4.333          |         |

|        |   |  |                     |               |              |   |   |       |                 |
|--------|---|--|---------------------|---------------|--------------|---|---|-------|-----------------|
|        | PI.6 Number of rooms maintained   | Maintained cleanliness in Room EB 205 and EB 206     | 2                   | 2             | 4            | 4 | 5 | 4.33  | Everyday        |
|        | PI 7. Number of consolidated exercises/manuals                                  | Consolidate exercises/manuals                        | 300 documents       | 400 documents | 5            | 4 | 5 | 4.67  | Every semesters |
|        | P1.8 Prepared maintenance and calibration plan for physics laboratory equipment | Maintains and calibration plan for physics equipment | 90%                 | 100%          | 4            | 5 | 4 | 4.33  |                 |
|        | PI.8 Additional Outputs   |  |                     |               |              |   |   |       |                 |
|        | Number of copies of learning guides and laboratory manuals sorted and bound     | Assisted in sorting/binding of modules               | 150 doc.            | 200 Doc.      | 5            | 4 | 4 | 5.00  |                 |
|        |   |  |                     |               |              |   |   |       |                 |
|        |   |  |                     |               |              |   |   |       |                 |
|        |   |  |                     |               |              |   |   |       |                 |
| MFO 6: | <b>General Administration and Support Services</b>                              |  |                     |               |              |   |   |       |                 |
|        | Efficient and customer friendly frontline service                               | Served with 0% complaint from client                 | Customer assistance | 0% complaint  | no complaint | 5 | 4 | 5     | 4.67            |
|        | Total Over-all Rating   |  |                     |               |              |   |   | 32.00 |                 |
|        | Average Rating  |  |                     |               |              |   |   | 4.57  |                 |
|        | Adjectival Rating   |  |                     |               |              |   |   | O     |                 |

|         |             |   |
|---------|-------------|---|
| Average | 4.57        | Comments & Recommendations for Development Purpose:<br><i>Participate in trainings/seminars on laboratory management.</i> |
|         |             |   |
|         |             |   |
|         |             |   |
| FINAL   | 4.57        |   |
| ADJECTI | Outstanding |   |

Evaluated and Review:

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
 Head, DMP  
 Date: 1/29/2021

Recommending Approval

*Ma. Theresa P. Loreto*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: 3/30/2021

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 4/5/21

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec. 2021

Name of Staff: Mr. Wenifredo T. Soriano Position: Administrative Aide II

**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  | 57    |   |   |   |   |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  | 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  | 21    |   |   |   |   |
| Average Score  |       |   |   |   |   |

Overall recommendation : \_\_\_\_\_

*Eusebio R. Lina Jr.*  
EUSEBIO R. LINA JR.

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: WENIFREDO T. SORIANO

Performance Rating: Outstanding

Aim: To improve office operations.

Proposed Interventions to Improve Performance

Date: \_\_\_\_\_ Target Date: One Year from Date of Intervention

First Step:

1. Weekly inventory of physics facilities.

Result:

1. Systematic inventory of physics laboratory facilities

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

Target Date: SY 2021-2022

Next Step

1. Application of efficient inventory system

Outcome:

1. Efficient office operations

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

EUSEBIO R. LINA, JR.

Unit Head

Conforme:

WENIFREDO T. SORIANO

Ratee