

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JANUARY TO JUNE 2019**

Name of Administrative Staff : CHITO S. LEONOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.833	70%	3.383
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
			4.808

TOTAL NUMERICAL RATING :	<u>4.808</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.808</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


CHITO S. LEONOR
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension




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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CHITO S. LEONOR, Admin 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 to June, 2019.


CHITO S. LEONOR
Admin. Aide III


MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	Administrative and Facilitative Services										
	Efficient office management and maintenance	A 38. Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	Attend University/department's meeting	6	6	5	5	5	5.00	
		A 42. Number of visitors/clients/investors briefed and entertained.	NCRC-V core staff, SRA/Aide Admin aides	Entertains visitors/clients	85% served with no complaint	100%	5	4	5	4.67	
		A 46. Number of documents photocopied/scanned	NCRC-V Core Staff, SRA/aide, Admin Aide	Helps photocopy/scan official documents	50	75	4	5	5	4.67	
		A 48. Number of documents sorted	NCRC-V Core Staff, SRA/Aide, Admin Aide	Helps sort official office documents	100	150	5	4	5	4.67	

	A50. Number of trips completed for in-campus & out-campus trips to conduct/fetch NCRC Personnel to their destinations	Admin Aide III (Driver)	Drives NCRC-V vehicle for in-campus & out-campus trips to conduct/fetch NCRC personnel to their destinations	90% of staff/visitors conducted safely	100%	5	5	5	5	5.00	
			Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition.	3 times a week (maintain/check vehicle)	4 times a week	5	5	5	5	5.00	
Average Rating			4.833								
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.833								
ADJECTIVAL RATING			Outstanding								
Comments and Recommendations for Development Purpose:											
				Dependable & Responsible							

Evaluated by:

MARIA JOYET C. CENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

January to June 2019

Name of Employee: **CHITO L. LEONOR**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/Recommendation
1.	Assists and helps facilitate NCRC-V In-House Review and Workshop	Assisted and helped facilitate NCRC-V In-House Review and Workshop	January 2019	May 2019	June 20, 2019	Very Impressive	Very Satisfactory	
2.	Assist/helps facilitate training	Assisted/helped facilitate 3 trainings	Jan 2019	April-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
3.	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	Jan 2019	Jan-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
4	Conducts/fetches staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao	Conducted/fetched staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao (100% staff/visitors conducts safely)	Jan 2019	Jan-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
5.	Sees to it that NCRC-V Adventure is available, clean and in good running condition	Sees to it that NCRC-V Adventure is available, clean and in good running condition (5 times a week checks and maintains)	Jan 2019	Jan-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
6.	Repairs minor defective parts of NCRC-V Adventure	Repaired 3 minor defective parts of NCRC-V Adventure	Jan 2019	Jan-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
7	Prepares DTR, PDS and other documents	Prepared 12 DTR, 1 PDS and other documents	Jan 2019	Jan-June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

MARIA JOULET C. CENIZA
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2019Name of Staff : CHITO S. 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)				
	Total Score					

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 for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

MARIA JULIET C. CENIZA
Director, NCRC-V

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2019

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : **CHITO LEONOR**Head of Section : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks	
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring vehicle repairs						
	√					
Coaching Vehicle trip recording						
	√					√

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JANUARY TO JUNE 2019

Name of Employee: CHITO LEONOR
Performance Rating: Outstanding

Aim: To mold the employee into an efficient, effective and outstanding driver.

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

Date: January 25, 2019 **Target Date:** FEBRUARY 18 2019

First Step:

Enjoin the employee to learn record keeping and organizing skills.

Outcome:

The employee has been organizing and keeping files of his trip tickets and recording his official travels.

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

Conforme:


CHITO LEONOR