

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: ALBERTO N. BANAYAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.4
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

ALBERTO N. BANAYAG  
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO  
Department/Office Head

Recommending Approval:

JOSE L. BACUSMO  
Dean/Director

Approved:

OTHELLO B. CAPUNO  
Vice President

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ALBERTO N. BANAYAG, of the VSU-ACIAR Projects 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, 2018.

ALBERTO N. BANAYAG

Ratee

Approved:

OTHELLO B. CAPUNO


Head of Unit

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO4:</b>									
<b>Administrative Services</b>		Fetch and conduct project and university guests, project leaders/staff to visit the ACIAR	60	101	4.6	5	4.5	5	19.1
<b>PI. 1 Transportation services served</b>	<b>Number of transportation request served.</b>	Project sites and from point of destination (airport, accommodation, venue of for and meetings) in Leyte, Samar and Bohol areas, Legazpi, Luzon areas in Baguio and Benguet, Davao and Mindanao areas, Surigao, Cagayan De Oro, Claveria and Bukidnon.							
<b>PI. 2 Vehicle maintenance</b>	<b>Percent of maintenance of vehicle Grandia and other vehicle in the university.</b>	Checkup vehicle, cleaning the garage and monitoring of the quarterly change oil and other services in the vehicle before and after travel and quarterly over all check at Toyota casa.	100%	100%	5	4.9	4.7	4.8	19.4
<b>PI. 3 Good assured running condition of vehicle.</b>	<b>Percent good running condition assured.</b>	Good running condition of vehicle assured before and after travel.	100%	100%	5	5	5	5	20

PI.4 On call in campus service to key officials, VSU guests and ACIAR project staff when requested.	Percent on call in campus service to key officials, VSU guests and ACIAR project staff when requested.	Fetch and conduct key officials, within campus tour of VSU guest and support in the liaise on the processing of ACIAR documents when requested.	100%	100%	4.9	4.5	4.9	4.9	19.2
Total Over-all Rating									19.4

Average Rating (Total Over-all rating divided by 4)		4.86
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding


Evaluated and Rated by:

  
OTHELLO B. CAPUNO  
Vice President for Res. & Ext'n.

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

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

Recommending Approval:

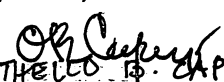
  
OTHELLO B. CAPUNO  
Vice President for Res. & Ext'n.

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

**Comments & Recommendations for  
Development Purpose:**

Very good driver !!!  
Be more visible in OVPRE  
as there are occasions wherein  
we need your service but you were  
in CGO Garof.

Approved by:

  
OTHELLO B. CAPUNO  
VP, R & E

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

OKC

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: Alberto N. Banayag Position: Administrative Aide IV

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

45 ÷ 10 = 4.5

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>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					
Average Score					

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

  
**OTHELLO B. CAPUNO**  
Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Alberto N. Banayag  
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

1. To conduct, fetch passengers inside and outside campus and repairs, maintain vehicles and physical facilities responsibly.
2. To attend a training on values orientation workshop.

Result:

1. Improvement of performance in work value.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

1. Assists the in-charge in the over-all activity of the office as support staff and render overtime work/travel if needed.

Outcome: Efficient office operations.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:

  
OTHELLO B. CAPUNO  
Unit Head

Conforme:

  
ALBERTO N. BANAYAG  
Name of Ratee Faculty/Staff