



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

January to June 2023

**Annex P**

Name of Administrative Staff: ANTONIO Y. ABAYABAY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.778	70%	3.344
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
<b>TOTAL NUMERICAL RATING</b>			<b>4.819</b>

TOTAL NUMERICAL RATING: 4.819

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.819

FINAL NUMERICAL RATING 4.819

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONIO Y. ABAYABAY  
Name of Staff

Reviewed by:

MARISEL A. LEORNA  
NCRC Director

Approved:

MARIA JULIET C. CENIZA  
Vice President



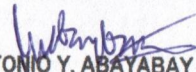



Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, ANTONIO Y. ABAYABAY, Admin Aide VI 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 2023

  
ANTONIO Y. ABAYABAY  
Admin. Aide VI

  
MARISEL A. LEORNA  
Director, NCRC-V

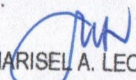
Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishments	Details of Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	Administrative and Facilitative Services										
	Efficient and customer friendly frontline services	A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Customer friendly frontline services	100% customer friendly	100.00%	100% customer friendly	4	5	5	4.67	
	Efficient office management and maintenance		Prepares/encodes/ prints research/ extension reports and budget	10	200.00%	20	5	5	4	4.67	
			Assists/encodes/ prints research proposals on coconut	2	200.00%	4	5	5	5	5.00	
			Prepares/encodes OPCR/IPCR	1 OPCR; 10 IPCR	109.09%	12	4	5	5	4.67	
			Controls document and assigns document control number	50	200.00%	100	5	5	4	4.67	
			Encodes and prints barcode of document for tracking	50	230.00%	115	5	5	5	5.00	
			Prepares Faculty Workloads,, class schedule	5	200.00%	10	5	5	5	5.00	
			Prepares/prints communication and notice of meetings	6	1000.00%	60	5	5	5	5.00	1



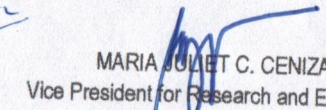
		Prepares/prints project/study leaders appointment	5	300.00%	15	5	5	4	4.67
		Scans/prints documents (MOA/MOU.	15	400.00%	60	5	4	5	4.67
		Sorts/consolidates documents for filing	150	210.00%	315	5	5	4	4.67
		Downloads/prints office e-mail sent/receives.	50	150.00%	75	5	5	4	4.67
		Number of office email sent, attachment downloaded/printed	100	150.00%	150	5	5	4	4.67
		Number of documents sorted	150	186.67%	280	5	5	4	4.67
Average Rating		4.778			4.778				
Punctuality		Comments and Recommendations for Development Purpose: <i>He works with very little supervision</i>							
Approved Additional Points (w/ copy of Approval)									
FINAL RATING									
ADJECTIVAL RATING									
		OUTSTANDING							

Evaluated by:

  
MARISEL A. LEORNA  
Center Director

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

Approved:

  
MARIA JULIET C. CENIZA  
Vice President for Research and Extension



## PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO Y. ABAYABAY

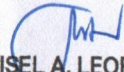
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Prepares/encodes/ prints research/ extension reports and budget	Prepares/encodes/ prints 20 research/ extension reports and budget	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
3	Assists/helps facilitates training	Assists/helps facilitates trainings	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares powerpoint presentation, layout backdrop and welcome tarp	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/11 IPCR	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
8	Prepares/prints communication and notice of meetings	Prepares/prints communication and notice of meetings	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
9	Prepares/prints project/study leaders appointment	Prepares/prints project/study leaders appointment	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	



10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
11	Sorts/consolidates documents for filing	Sorts/consolidates 315 documents for filing	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates planning Workshop	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
15	Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	Prepares/prints project/ study reports for RDE In-house Review and Planning Workshop	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
16	Controls documents and assigns document control number	Controls documents and assigns document control number	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	
17	Encodes and prints barcode of document for tracking	Encodes and prints barcode of document for tracking	Jan 2023	June 20223	Jan-June 2023	Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

  
**MARISEL A. LEORNA**  
Center Director



# PERFORMANCE MONITORING & COACHING JOURNAL

January to June 2023

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: NCRC-V

Name of Employee: ANTONIO Y. ABAYABAY

Head of Office: MARISEL A. LEORNA

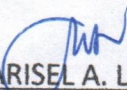
Number of Personnel: \_\_\_\_\_

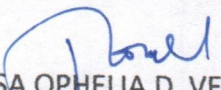
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Monitoring of activities on documents records control	✓				
Coaching					
Filing of documents	✓	✓			

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

Conducted by:

Noted by:

  
MARISEL A. LEORNA  
Immediate Supervisor

  
ROSA OPHELIA D. VELARDE  
Next Higher Supervisor





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: ANTONIO Y. ABAYABAY Position: Admin Aide VI

**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		59/12				

4.916

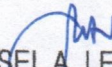
**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		24				
Average Score		4.8				

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

  
**MARISEL A. LEORNA**  
 Printed Name and Signature  
 Supervisor



**EMPLOYEE DEVELOPMENT PLAN**  
**January to June 2023**

Name of Employee: ANTONIO Y. ABAYABAY

Performance Rating: \_\_\_\_\_

Aim: To become an effective and efficient Administrative Aide worker

Proposed Interventions to Improve Performance:

Date: Jan 3, 2022 Target Date: January 7, 2022

First Step:

Review performance for the previous quarter.

Result:

Identified goals (traits/skills) for improvement

Date: January 10, 2022 Target Date: January 14, 2022

Next Step:

Skills for improvement - Oral and written communication.


- Find online resources / read books on oral and written communication.

Outcome: Improved oral and written communication skills.

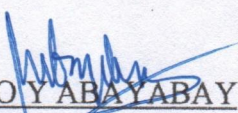
Final Step/Recommendation:

Attend formal (face to face) trainings on the above subjects.

Prepared by:

  
MARISEL A. LEORNA  
Director, NCRC-V

Conforme:

  
ANTONIO Y. ABAYABAY  
Name of Ratee