

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

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.41	70%	3.087
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
<b>TOTAL NUMERICAL RATING</b>			<b>4.461</b>


TOTAL NUMERICAL RATING: **4.461**

Add: Additional Approved points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.461**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

  
**MARIA ZAIDA A. FLORES**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
Department/Office Head

Recommending Approval:

  
**FELICIANO G. SINON**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte, Philippines

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

I, **MARIA ZAIDA A. FLORES**, *Administrative Aide III* of the **National Abaca Research Center-Visayas State University** 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 2018 to June 2018**

  
**MARIA ZAIDA A. FLORES**  
Ratee

Approved:   
**FELICIANO G. SINON**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RA				Remarks
					TIN	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	
<b>MFO5: Research &amp; Extension Admin. &amp; Support Services</b>									
Preparation of:	Number of Trip Tickets prepared	Trip tickets	15	25	5	4	4	4.33	
	Number of RIS prepared	Requisition Issue Slip (RIS)	15	25	5	4	5	4.67	
	Number of OS/BUS	Obligation/Budget Util. slip	5	12	5	4	4	4.33	
	Number of T.O's prepared	Travel Orders (T.O)	30	65	5	4	4	4.33	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	12	5	4	4	4.33	
	Number of Certificates of Travel completed prepared	Certificate of Travel completed w/ & w/o revised itinerary	5	10	5	4	5	4.67	
	Appointment as NARC OIC	Appointment as NARC OIC	5	12	5	4	5	4.67	
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	3	6	5	5	4	4.67	
	Number of liquidations report prepared	Liquidation Report	8	16	5	4	5	4.67	
	Number of Job Request	Job Request	2	5	5	4	4	4.33	
	Number of PR's	Purchase Request	15	35	5	4	4	4.33	
	Number of DV's	Disbursement Vouchers	30	70	5	4	5	4.67	
	Number of VAT Cert.prepared	VAT Certificate upon payment	5	12	5	5	4	4.67	
	Number of IAR's prepared	Inspection & Acceptance Report	20	50	5	4	4	4.33	
	Number of claims / reimbursement prepared	Claims/Payment	20	45	5	4	5	4.67	
	Number of DTRs/CSR	Daily Time Record (DTR)/							
		CSR of NARC Core staff	15	36	5	4	5	4.67	

	Number of Application Leave prepared	Application for Leave	6	15	5	5	4	4.67	
	Number of PDS prepared/ updated	Personal Data Sheet	2	4	4	4	4	4.00	
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	10	22	5	4	5	4.67	
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	12	5	4	4	4.33	
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	15	5	4	4	4.33	
Recording of in-coming/out-going documents	Number of documents	Communication/docs logged/ encoded	200	300	5	5	4	4.67	
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	30	4	4	5	4.33	
Attendance to meetings	Number of hours	Meetings attended/Facilitated							
Attendance to seminars/trngs. workshop/conferences	Number of days of attendance		2	5	4	4	5	4.33	
Treasurer's Report	Number of Financial Report	Financial report center activity	2	5	4	4	4	4.00	
Messengerial	Number of documents/ submitted/retrieved	for processeing & follow -up	5	10	5	5	4	4.67	
Book plane tickets @ PAL Cebu Pacific for official travel of NARC Staff		booked & follow-up	2	2	3	4	4	3.67	
Photocopying/ printing services	Number of copies	Documents photocopied/ printed	50	120	5	4	4	4.33	

Act as committee member/Chairperson @ NARC assignment/Evaluation facilitator	Number of actual hours rendered Number of Faculty evaluation facilitated	No. of Committee member administer teaching evaluation assigned at DASS,VSU	2 5	2 8	3 4	4 4	4 4	3.67 4.00	
Performs other duties Records all finished products for exhibit into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit &	100	150	5	4	4	4.33	
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/ entertained Answers phonecalls in-coming calls	Briefed/entertained visitors assisted	100	200	5	4	4	4.33	
Coordinates/facilitates conduct centers meetings,seminar,planning workshops		no.of notice of meeting prepared/ facilitated	2	6	4	4	5	4.33	
<b>Total Over-all Rating</b>								141	

<b>Ave. Rating</b> (Total Over-all rating divided by 4)		4.41
<b>Additional Points:</b>		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
<b>FINAL RATING</b>		4.41
<b>ADJECTIVAL RATING</b>		VERY SATISFACTORY


**Comments & Recommendation  
for Development Purpose:**

Keep up the good work. Many visitors have found you very hospitable.


Received by:

  
**FELICIANO G. SINON**  
Dept./Unit Head

Calibrated by:

  
**FELICIANO G. SINON**  
Dean/Director

Approved by:

  
**OTHELLO B. CAPUNO**  
Vice President

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2017 to June 30, 2018**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

**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
		53				

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						
Average Score		4.58				

Overall recommendation : OUTSTANDING


  
**FELICIANO G. SINON**  
 Name of Head/ Director

Exhibit I

**PERFORMANCE MONITORING**

Name of Employee: **MARIA ZAIDA A. FLORES**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
<b>Preparation of:</b>								
1	No. of trip tickets prepared	15	Jan. 1, 2018	June 30, 2018	25	Impressive	VS	Keep up the good work. May visitors have found you very hospitable
2	No. of RIS prepared	15	Jan. 1, 2018	June 30, 2018	25	Very Impressive	O	
3	No. of OS/BUS	5	Jan. 1, 2018	June 30, 2018	12	Impressive	VS	
4	No. T.Os prepared	30	Jan. 1, 2018	June 30, 2018	65	Impressive	VS	
5	No. of Itinerary of travel	5	Jan. 1, 2018	June 30, 2018	12	Impressive	VS	
6	No. of certificates of travel completely prepared	5	Jan. 1, 2018	June 30, 2018	10	Very Impressive	O	
7	No. of Appointment as NARC OIC	5	As per request on each month		12	Very Impressive	O	
8	No. of cash advances prepared	3	Jan. 1, 2018	June 30, 2018	6	Very Impressive	O	
9	No. of liquidations report prepared	8	Jan. 1, 2018	June 30, 2018	16	Very Impressive	O	
10	No. of job requests	2	Jan. 1, 2018	June 30, 2018	5	Impressive	VS	

11	No. of PR's	15	Jan. 1, 2018	June 30, 2018	35	Impressive	VS
12	Number of DV's	30	Jan. 1, 2018	June 30, 2018	70	Very Impressive	O
13	No. of VAT cert. prepared	5	Jan. 1, 2018	June 30, 2018	12	Very Impressive	O
14	No. of IAR's prepared	20	Jan. 1, 2018	June 30, 2018	50	Impressive	VS
15	No. of claims/reimbursement prepared	20	Jan. 1, 2018	June 30, 2018	45	Very Impressive	O
16	No. of DTRs/CSR	15	Monthly		36	Very Impressive	O
17	No. of application leave prepared	6	As per request		15	Very Impressive	O
18	No. of PDS prepared/updated	2	Jan. 1, 2018	June 30, 2018	4	Impressive	VS
19	No. of emergency purchase/justification	10	As per request		22	Very Impressive	O
20	No. of letters/accomplishment report	5	Jan. 1, 2018	June 30, 2018	12	Impressive	VS
21	No. of staff cleared from accountability	5	Jan. 1, 2018	June 30, 2018	15	Impressive	VS
22	No. of documents recorded (incoming/outgoing)	200	Jan. 1, 2018	June 30, 2018	300	Very Impressive	O
23	No. of consolidated/bound files documents	15	Every end of each quarter (March and June 2018)		30	Impressive	VS
24	No. of hours/days attended to meetings/seminars/trainings/workshop/conferences	2	As scheduled		5	Impressive	VS
25	No. of financial report (Treasurer's report made)	2	When needed during monthly meeting		5	Impressive	VS
26	No. of documents submitted/retrieved (messengerial)	5	Jan. 1, 2018	June 30, 2018	10	Very Impressive	O

27	No. of booked /followed plane tickets	2	As per request		2	Impressive	VS
28	No. of copies photocopied/printed	50	As per request		120	Impressive	VS
29	No. of actual hours rendered as committee member/chairperson at NARC	2	As scheduled		2	Impressive	VS
30	No. of faculty evaluated/facilitated as assigned	5	As scheduled before semester ended		8	Impressive	VS
31	No. of hours performed as other duties Re: Finished products for NARC/Technomart exhibits	100	Every Tuesday and Thursday of the month at NARC and Quarterly at Technomart		150	Impressive	VS
32	No. of hours spent to visitors (walked-in and announced) on briefing and answered incoming phone calls	100	Jan. 1, 2018	June 30, 2018	200	Impressive	VS
33	No. of notices on center's meetings, seminars, planning, workshops	2	Monthly		6	Impressive	VS

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

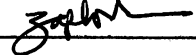
\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**  
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

- 
- To act as committee chairperson
  - Process ~~of~~ <sup>file</sup> documents
  - Assists entertaining visitors and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

Date: July 1, 2018

Target Date: December 31, 2018

Next Step:

Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

For regularization

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head