



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

**Annex P**

**NAME OF ADMINISTRATIVE STAFF: ABEGAIL B. VILLAMOR**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.917	70%	3.441
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
<b>TOTAL NUMERICAL RATING</b>			<b>4.905</b>

**TOTAL NUMERICAL RATING: 4.905**

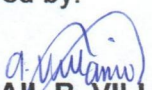
**Add: Additional Approved points, if any: \_\_\_\_\_**


**TOTAL NUMERICAL RATING: 4.905**

**ADJECTIVAL RATING: OUTSTANDING**


**Prepared by:**

**Reviewed by:**

  
**ABEGAIL B. VILLAMOR**  
Name of Staff

  
**ROMEL B. ARMECIN**  
NARC, Director

**Recommending Approval:**

  
**ROMEL B. ARMECIN**  
NARC, Director

**Approved:**

  
**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation



[illegible]

<b>Total Over-all Rating</b>						5	5	4.25	4.917	
<b>Ave. Rating</b> (Total Over-all rating divided by 4)						<b>Comments &amp; Recommendations for Development Purposes:</b>  Hardworking and needs little supervision. Keep up a good work.				
<b>Additional Points:</b>										
Punctuality		-								
Approved Additional points		-								
(with copy of approval)										
<b>FINAL RATING</b>										
<b>ADJECTIVAL RATING</b>		4.917	OUTSTANDING							

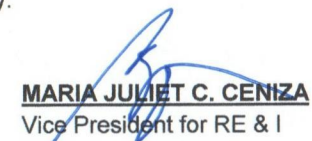
Evaluated and Rated by:

  
**ROMEL B. ARMECIN**  
Director  
Date: \_\_\_\_\_

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research  
Date: \_\_\_\_\_

Approved by:

  
**MARIA JULIET C. CENIZA**  
Vice President for RE & I  
Date: \_\_\_\_\_



## Exhibit I

## PERFORMANCE MONITORING

Name of Employee: **ABEGAIL B. VILLAMOR**

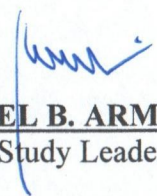
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of assisted extension activities related to processing and utilization of abaca	5	Jan 1, 2023	Jan 30, 2023	8	Very Impressive	O	Hardworking and needs little supervision. Keep up a good work.
2	Number of research and extension reports assisted	2	Jan 1, 2023	Jan 30, 2023	4	Very Impressive	O	
3	Number of hours spent in gathering data for machine evaluation related to processing and utilization of abaca	30	Jan 1, 2023	June 30, 2023	32	Very Impressive	O	
4	Number of hours spent in data encoding	2	Jan 1, 2023	June 30, 2023	5	Very Impressive	O	
5	Number of craft research and extension proposals assisted related to abaca processing and utilization	2	As assigned		2	Very Impressive	O	
6	Number of powerpoint presentation prepared	2	As assigned		5	Very Impressive	O	
7	Number of reports submitted	2	As scheduled		3	Very Impressive	O	

8	Number of posters prepared	2	As scheduled		2	Very Impressive	O	
Others: (at least 10% of total tasks)								
9	Number of assisted and received guests and clients	5	Jan 1, 2023	June 30, 2023	16	Very Impressive	O	
10	Number of attended meetings and seminars	3	As scheduled		3	Very Impressive	O	

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

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

Prepared by:

  
**ROMEL B. ARMECIN**  
 Study Leader





"Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2023

Name of Staff: ABEGAIL B. VILLAMOR

Position: Science Research Aide

**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.**

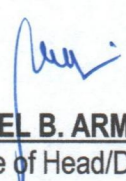
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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					
<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 : \_\_\_\_\_

  
**ROMEL B. ARMECIN**  
Name of Head/Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ABEGAIL B. VILLAMOR** Signature: 

Performance Rating: **OUTSTANDING**

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

4. Prepare periodic plan of activities and targets on "Post-harvest Processing Machines"
5. Implement plan of activities based on timeline and targets.
6. Regular updates and evaluation of activities

Result:

2. Objectives of research attained by target date and expected outputs.

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

- Needs to participate trainings related to machine design.

Prepared by:

  
**ROMEL B. ARMECIN**

Unit Head