

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **FELIX L. OCON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.82	70%	3.374
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.799


TOTAL NUMERICAL RATING: **4.799**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.799**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


FELIX L. OCON
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, **FELIX L. OCON**, **Science Research Assistant** 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 **Jan 2018 to June 2018**.

FELIX L. OCON
Ratee

Recommending Approval: **LUZ O. MORENO**
Project/Study Leader

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


MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	Number of days for field visit and disease incidence monitoring	Regular field visit of germplasm and nursery areas	40	60	5	4	5	4.67	
	Size (hectares) of experimental area maintained	Maintain germplasm and nursery areas	1	2	5	5	5	5.0	
	Number of accessions collected	Collect abaca accessions	5	11	5	5	5	5.0	
	Number of tissue cultured abaca accessions potted and hardened	Potting and hardening of tissue cultured abaca accessions	300	170	5	5	5	5.0	
	Number of accessions planted/replanted in the germplasm area	Plant/replant abaca accessions	20	70	4	5	4	4.33	
	Number of accessions harvested and characterized	Harvest and characterize mature abaca accessions	6	7	4	5	4	4.33	
	Number of hours spent for data encoding	Encode database	150	170	3	5	5	4.33	
	Number of accessions analyzed	Perform diversity analysis of 32 vegetative parameters							
	Number of powerpoint presentation prepared	Prepare powerpoint	1	2	5	5	5	5.0	
	Number of reports submitted	Prepares research report	1	2	5	5	5	5.0	
	Number of posters prepared	Prepares research posters	1	2	5	5	5	5.0	

MFO & Performance Indicators (PI)		Task Assigned	Target	Actual Accomplishments	RATING				
					Q ¹	E ²	T ³	A ⁴	
Others:	All interior decoration activities of the center (e.g. booth, exhibits, etc.)	Perform interior decoration for the center	100% of activities per	100	5	5	5	5.00	
	No. of center committee membership assignment	Perform center committee membership assignments		5	5	5	5	5.00	
	Number of center-based reports, powerpoint presentations and other documents prepared and submitted	Perform function of administrative assistant of the center	10	12	5	5	5	5.00	
								15.00	
Total Over-all Rating								62.60	
	Average Rating (Total Over-all rating divided by 4)				Comments & Recommendations for Development Purposes: Reliable + versatile and recommended for a regular position (research/SRA)				
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING			4.82					
	ADJECTIVAL RATING		OUTSTANDING						


Evaluated and Rated by:


FELICIANO G. SINON
Director
Date: _____

Recommending Approval:


FELICIANO G. SINON
Director
Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice-President
Date: _____

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **JANUARY 1, 2018 to JUNE 30, 2018**

Name of Staff: **FELIX L. OCON** Position: **Science Research Assistant**

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		57				

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					4.75

Overall recommendation : OUTSTANDING



LUZ O. MORENO
 Project Leader/Study Leader

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **FELIX L. OCON**

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 days for field visit and diseased incidence monitoring	40	Weekly visit at scheduled		60	Very Impressive	O	Reliable and versatile and recommended for a regular position/research/SRA
2	No. of germplasm areas/size of experimental areas maintained	1	Jan 1, 2018	June 30, 2018	2	Very Impressive	O	
3	No. of accessions collected	5	As per scheduled collection trips		11	Impressive	O	
4	No. of tissue cultured abaca accessions potted and hardened	300	When available tissue culture seedlings available		500	Very Impressive	O	
5	No. of accessions planted/replanted in the germplasm area	20	February 1, 2018	March 31, 2018	30	Impressive	VS	
6	No. of accessions harvested and characterized	6	Quarterly (as per maturity index)		7	Impressive	VS	
7	No. of hours spend for data encoding	150	As soon as data is available		170	Impressive	VS	
8	No. of accessions analyzed for diversity analysis	-	When data is already available		-			
9	No. of powerpoint presentation	1	As scheduled		2	Very	O	

	prepared					Impressive	
10	No. of reports prepared	1	June 15, 2018	June 25, 2018	2		O
11	No. of posters prepared	1	As scheduled		2	Very Impressive	O
Others: (at least 10% of total tasks)							
12	Performed interior decoration for the center	100%	As assigned		100	Very Impressive	O
13	No. of center committee membership assignment	2	As assigned		5	Very Impressive	O
14	No. of center-based reports, powerpoint presentation and other documents prepared and submitted	10	As scheduled (Annual report, Mid-year, IPCRs...etc)		12	Very Impressive	O

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

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

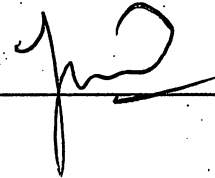
Prepared by:


LUZ O MORENO
Study leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX L. OCON**
Performance Rating: **OUTSTANDING**

Signature: _____



Aim: Efficient and effective implementation of research activities.

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

- 1. Prepare periodic plan of activities and targets on "abaca germplasm collection and conservation"**
- 2. Implement plan of activities based on timeline and targets.**
- 3. Regular updates and evaluation of activities**

Result:

- 1. Objectives of research attained by target date and expected outputs.**

Date: July 1, 2018

Target Date: December 31, 2018

Next Step:

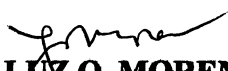
- 1. Prepare required reports and data as requested or requested by higher authorities.**
- 2. Assist in implementing other research-related activities in the center/university.**

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

For Promotion.

Prepared by:


LUZ O. MORENO
Project Leader