



Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Annex P

Name of Administrative Staff: Soriano

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.199
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

WENIFREDO T. SORIANO  
Administrative Aide II

Reviewed by:

**REV RHIZZA L. AURE**  
Department/Office Head

Recommending Approval:

**MA.THERESA P. LORETO**  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



# DEPARTMENT OF PHYSICS

1/F Old Library Building  
VSU, Visca, Baybay City, Leyte, 6521 Philippines  
Phone: +63 53-565-0600 loc 1121  
Email: dphys@vsu.edu.ph  
Website: www.vsu.edu.ph

## “Exhibit B”

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

I, **Mr. Wenifredo T. Soriano**, of the **Department of Physics** 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, 2022**.

**WENIFREDO T. SORIANO**

Administrative Aide II

Date: 7/26/22

Approved:

**REV RHIZZA L. AURE**

Head, DPhys

Date: 25 July 2022

MFO & PAPs	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>MFO: 1 Support to Operations</b>									
	PI. 1. Percentage of apparatus facilitate and inventory	Facilitates and inventory of apparatus during COVID 19	90 %	100 %	5	4.5	4.5	4.667	
	PI. 2. Percentage of apparatus regular maintenance of minor trouble shooting	Maintains regular minor trouble shooting	90 %	100%	4	5	4	4.333	
	PI. 3. Number of rooms maintain	Maintained cleanliness of Laboratory room 1,2 & storage equipment/apparatus room	3	3	4	4.5	5	4.5	Everyday
	PI. 4. Prepared maintenance and calibration plan for physics laboratory equipment	Maintains and calibration plan for physics equipment	90 %	100%	4	5	4	4.33	
	PI. 5. Additional Outputs								
		Prepare materials to	100%		5	4.5	4.5	4.667	

		transport to the new laboratory rooms							
		Attend mandated training		1	5	4.5	5	4.833	Introduction to Metrology & Verification to Common Laboratory Instruments
<b>MFO 6: General Administration and Support Services</b>									
Efficient and customer friendly frontline service	Served with 0 % complaint from client	Costumer assistance	0 % complaint	No complaint	5	4	5	4.67	
<b>Total Over-all Rating</b>								32	
<b>Average Rating</b>								4.57	
<b>Adjectival Rating</b>								0	

<b>Average</b>		4.57
<b>FINAL RATING</b>		4.57
<b>ADJECTIVAL RATING</b>		Outstanding

Comments & Recommendations for Development Purpose:

*Continue to dedicated at word and attend training/seminars development for professional*

Evaluated & Review:

*[Signature]*  
**REV RHIZZA L. AURE**

Head, DPhys

Date: 25 July 2022

Recommending Approval:

*[Signature]*  
**MA. THERESA P. LORETO**

Dean/CAS

Date: 7/27/2022

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 7-27-22

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Administrative Staff: Wenifredo T. Soriano

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none"><li>Remind the staff during meetings to maintain the cleanliness of DPhys Laboratory Room, Storage Room, and hallway.</li><li>Ensure that the Physics laboratory supplies, instruments, and equipment, calibration of laboratory instruments/equipment, among others are maintained and Checked at all times.</li></ul>		Notice of Meetings, Minutes of meetings	
Coaching		<ul style="list-style-type: none"><li>Recommend the staff to attend trainings/seminars on metrology, calibration, among others</li></ul>			

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

Conducted by:

REV RHIZZA L. AURE  
Immediate Supervisor

Noted by:

MA. THERESA P. LORETO  
Next Higher Supervisor



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

Name of Staff: Mr. Wenifredo T. Soriano Position: Administrative Aide II

**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						82				
Average Score						4.82				

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

  
**REV RHIZZA L. AURE**  
 Printed Name and Signature  
 Head of Office