



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.915

TOTAL NUMERICAL RATING: **4.915**


Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.915**

ADJECTIVAL RATING: **OUTSTANDING**

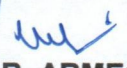
Prepared by:

Reviewed by:


EDWIN V. BAGARINAO
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

I, **EDWIN BAGARINAO**, *Administrative Aide I* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 2023 to June 2023**.

Ratee

ROMEL B. ARMECIN

Head of Unit

[illegible]

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for
Development Purpose:

Full of initiatives &
needs little supervision

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN

Director, NARC

Date: _____

ROSA OPHELIA D. VELARDE

Director for Research

Date: _____

MARIA JULIET C. CENIZA

OVPREI

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**


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
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	20	Jan 1, 2023	Feb 28, 2023	21	Very Impressive	O	Comments & Recommendation for Development Purpose: Full of innitiatives & needs little supervision.
2	No. of machining of shafting's	20	Feb. 30, 2023	Feb 30, 2023	21	Very Impressive	O	
3	No. of threading of shaft for adjuster	20	Feb. 30, 2023	Feb 30, 2023	20	Very Impressive	O	
4	No. of machining and fitting of pulleys	20	Feb. 30, 2023	Feb 30, 2023	20	Very Impressive	O	
5	No. of drilling of holes	15	March 1, 2023	April. 31, 2023	16	Very Impressive	O	
6	No. of cutting of angle bars	40	March 1, 2023	April. 31, 2023	40	Very Impressive	O	
7	No. of cutting and folding of GI pipe	40	March 1, 2023	April. 31, 2023	41	Very Impressive	O	
8.	No. of cutting of steel plate	55	March 1, 2023	April. 31, 2023	55	Very Impressive	O	

9	No. grinding of parts	10	March 1, 2023	April. 31, 2023	11	Very Impressive	O	
10	No. of welding	10	May. 1, 2023	June. 30, 2023	11	Very Impressive	O	
11	No. of assembling of parts	20	March 1, 2023	April. 31, 2023	21	Very Impressive	O	
12	No. of painting	20	May. 1, 2023	June. 30, 2023	21	Very Impressive	O	
13	No. of machine testing	3	Jan 1, 2023	June, 2023	4	Very Impressive	O	
14	No. of meetings attended	6	Jan 1, 2023	June, 2023	7	Very Impressive	O	
15	No. of other office requests attended	1	Jan 1, 2023	June, 2023	2			

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

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

Prepared by:


ROMEL B. ARMECIN
 NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

Name of Staff: EDWIN V. BAGARINAO

Position: Machinist 1

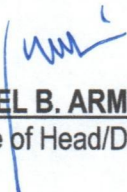
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 his work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve his 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. 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					

Overall recommendation : _____


ROMEL B. ARMECIN
Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**
Performance Rating: **OUTSTANDING**

Signature:  _____

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

-
- Cutting of shafting, angle bars and flat bars
 - Machining of bushings, shaftings, and steel plate
 - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

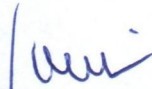
- Assist project leader in machine testing and operation.

Outcome: Comprehensive data on machine evaluation

Final Step/Recommendation:

- Need to participate trainings to machine designs and fabrication.

Prepared by:


ROMEL B. ARMECIN
Unit Head