



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.40	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.48

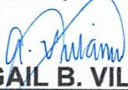
TOTAL NUMERICAL RATING: **4.48**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.48**

ADJECTIVAL RATING: **VERY SATISFACTORY**

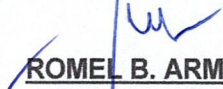
Prepared by:


ABEGAIL B. VILLAMOR
Name of Staff


Reviewed by:


FELICIANO G. SINON
Project Leader

Recommending Approval:


ROMEL B. ARMECIN
NARC, Director

Approved:


SANTIAGO T. PEÑA JR.
Vice- President for RE&I

to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 2024 to June 2024.

Date: 11/15/24

[illegible]

Total Over-all Rating									4.40
Ave. Rating (Total Over-all rating divided by 4)									
Additional Points:									
Punctuality		-							
Approved Additional points		-							
(with copy of approval)									
FINAL RATING									4.40
ADJECTIVAL RATING									VERY SATISFACTORY
Comments & Recommendations for Development Purposes:									NEED MORE TRAINING RELATED TO HER JOB

Evaluated and Rated by:

ROMEL B. ARMECIN

Director

Date: 7/15/24

Recommending Approval:

IVY C. EMNAGE

Director for Research

Date: 7/16/24

Approved by:

SANTIAGO V. PEÑA JR.

Vice President for RE & I

Date: 7/18/24

Exhibit I

PERFORMANCE MONITORINGName 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	1	Jan. 1, 2024	June 30, 2024	1	Very Impressive	VS	Need more training related to her job
2	Number of research and extension reports assisted	1	Jan. 1, 2024	June 30, 2024	1	Very Impressive	VS	
3	Number of hours spent in gathering data for machine evaluation related to processing and utilization of abaca	12	Jan. 1, 2024	June 30, 2024	15	Very Impressive	O	
4	Number of hours spent in data encoding	2	Jan. 1, 2024	June 30, 2024	2	Very Impressive	VS	
5	Number of craft research and extension proposals assisted related to abaca processing and utilization	1	As assigned		1	Very Impressive	VS	
6	Number of powerpoint presentation prepared	1	As assigned		2	Very Impressive	O	
7	Number of reports submitted	1	As scheduled		3	Very Impressive	O	

8	Number of posters prepared	1	As scheduled		1	Very Impressive	VS	
Others: (at least 10% of total tasks)								
9	Number of assisted and received guests and clients	5	Sep 1, 2023	June 30, 2024	12	Very Impressive	O	
10	Number of attended meetings and seminars	2	As scheduled		2	Very Impressive	VS	

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

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

Prepared by:


FELICIANO G. SINON
 Project Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ABEGAIL B. VILLAMOR

Performance Rating: VERY SATISFACTORY

Aim: Efficient and effective implementation of research activities.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

- Assist in research activities and in the design and fabrication of postharvest machineries for abaca.
- Implement plan of activities based on timeline and targets.
- Regular updates and evaluation of activities.

Result:

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

Date: July 1, 2024

Target Date: December 31, 2024

Next Step:

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

Outcome:

- Efficient and effective research implementation.

Final Step/Recommendation:

- Needs to attend trainings related to the assigned task.

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme:



ABEGAIL B. VILLAMOR
Name of Ratee Faculty/Staff



Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2024**

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

Position: **Science Aide**

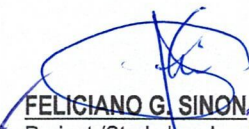
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		56				
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					4.67

Overall recommendation : _____


FELICIANO G. SINON
 Project./Study Leader