

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOB

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.94	70%	3.458
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.958

TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


FELIX L. OCON
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOBE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.94	70%	3.458
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.958

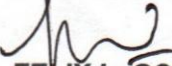
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Department/Office Head

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Chairman, PMT

Approved:

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President

VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte, Philippines
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOBE**, 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 2017 to June 2017.

Recommended by: **JOVELYN G. JACOBE** 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	
MFO1: Research and Extension Support Services		Research: At least 90% of total tasks							
	Number of accessions characterized for fiber physical and chemical properties and in vitro conservation	Characterizes accessions on their fiber physical and chemical	6	10	5	4.8	4.8	4.87	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analyse	10	15	5	5	5	5.0	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	150	200	5	4.8	4.8	4.87	
	Number of reports prepared	Prepares research reports	1	2	5	5	5	5.0	
Others	Number of center-based committee membership assignments	Others: At least 10% of total tasks Perform center committee membership assignments	1	2	5	5	5	5.0	
	No. of suckers inoculated		100	200	5	5	5	5.1	
	No. of cultures transferred and micropropagated		1000	2000	5	5	5	5.0	
	No. of culture bottles/medium prepared		2000	3000	5	5	5	5.0	
	No. of liters of medium prepared and dispersed		500	600	5	5	5	5.0	
Total Over-all Rating					4	5	5	4.67	
FINAL RATING									
ADJECTIVAL RATING									
Calibrated by:									
Received by:									
Recommending Approval:									
Approved by:									

Received by: _____ Date: _____
 Calibrated by: _____ Date: _____
 Recommended by: **REMBERTO A. PATINDOL** PMT
 Recommending Approval: **OTHELLO B. CAPUNO** Vice President
 Approved by: **EDGARDO E. TULIN** President
 Date: _____

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

LUZ O MORENO
Project/Study Leader

Recommending Approval:

JOVELYN G. JACOB
Ratee

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support Services		Research: At least 90% of total tasks							
	Number of accessions characterized for fiber physical and chemical properties and in vitro conservation	Characterizes accessions on their fiber physical and chemical	6	10	5.0	4.8	4.8	4.87	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analyse	10	15	5.0	5.0	5.0	5.00	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	150	200	5.0	4.8	4.8	4.87	
	Number of reports prepared	Prepares research reports	1	2	5.0	5.0	5.0	5.00	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	2	5.0	5.0	5.0	5.00	
	No. of suckers inoculated		100	200	5.0	5.0	5.0	5.00	
	No. of cultures transferred and micropropagated		1000	2000	5.0	5.0	5.0	5.00	
	No. of culture bottles/medium prepared		2000	3000	5.0	5.0	5.0	5.00	
	No. of liters of medium prepared and dispersed		500	600	5.0	5.0	5.0	5.00	
	No. of accessions inoculated (with copy of approval)		50	60	4.0	5.0	5.0	4.67	
Total Over-all Rating	FINAL RATING							49.40	
	ADJECTIVAL RATING							4.94	
								Very Satisfactory	

Approved by:

Recommending Approval:

Calibrated by:

Received by:

REMBERTO A. PATINDOL
PMT

OTHELLO B. CAPUNO
Vice President

EDGARDO E. TULIN
President

Date:

Date:

Date:

Date:

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**
 Name of Staff: **JOVELYN G. JACOB** Position: **Science Research Assistant**

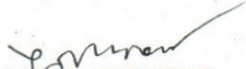
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		68.0				

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		66.2				
Average Score		5.2				

Overall recommendation : outstanding


LUZ O. MORENO
Project Leader/Study Leader

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2017 to JUNE 30, 2017
 Name of Staff: JOVELYN G. JACOB 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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4..	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		60				

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	60.00				
Average Score	5.00				

Overall recommendation : Outstanding


LUZ O. MORENO
 Project Leader/Study Leader