

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
January – June 2018

Name of Administrative Staff: ALFREDO D. FLORENDO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	0.70	3.374
2.			
3. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.425
TOTAL NUMERICAL RATING			4.799

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: 0

Prepared by:

  
ALFREDO D. FLORENDO JR.  
Name of Staff

Reviewed and Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

Visayas State University  
**OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION**  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **ALFREDO D. FLORENDO**, Admin. Aide III, 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 2018.



**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**ALFREDO D. FLORENDO, JR.**  
Admin Aide III  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
UMFO 2: Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Distributed notice of meetings to Curriculum Committee members with attached proposals	42	45	5	5	5	5.00		
		Bought and assisted in serving snacks during Curriculum Committee meetings	42	45	5	5	5	5.00		
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Distributed notice of meetings of the Honors and Awards Committee to evaluate and determine graduating students with latin honors	2	3	5	5	5	5.00		
		Bought and assisted in serving snacks during the Honors and Awards Committee meetings	5	15	5	5	5	5.00		
OVPI MFO 2. Student Management Services										
UMFO 5. Support to Operations (STO)										
OVPI MFO 1. Faculty Development Services										

<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Distributed notice of meetings of the Academic Personnel Board to deliberate hiring/recruitment of applicants	54	60	5	5	5	5.00	
		Bought and assisted in serving snacks during APB meetings	54	54	4	5	5	4.67	
		Facilitated signatories of APB members for the minutes of the meetings	54	60	5	5	5	5.00	
<b>OVPI MFO 6. Library Services</b>									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Distributed notice of meetings to Library Committee members	11	11	4	5	5	4.67	
<b>UMFO 6. General Administration and Support Services (GASS)</b>									
<b>OVPI MFO 1. Administrative and Facilitative Services</b>									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	35	35	4	4	5	4.33	
		Distributed office memoranda to all departments and colleges	500	550	5	5	5	5.00	
	Messengerial Services	Delivered documents to different offices	800	900	5	5	5	5.00	
	Janitorial Services	Cleaned offices before and after office hours	3	3	4	4	4	4.00	
	Photocopying Services	Photocopied documents for reproduction	500	700	5	5	5	5.00	
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	0	1	4	5	5	4.67	
	Best practices/new initiatives	Greening of office and its surroundings			5	5	5	5.00	
Total Over-all Rating					70	73	74	72.34	
Average Rating					4.67	4.87	4.93	4.82	

Average Rating (Total overall rating divided by 4)	<b>Comments &amp; Recommendations for Development Purpose:</b> Should attend to seminars/workshops on topics that are relevant/applicable to his duties and responsibilities.	4.82
Additional Points: Punctuality		
Approved additional points (with copy of approval)		4.82
FINAL RATING		OUTSTANDING
ADJECTIVAL RATING		

Evaluated and Rated by:  <div>   <b>BEATRIZ S. BELONIAS</b>  Unit Head  Date: _____ </div>	APPROVED"  <div>   <b>BEATRIZ S. BELONIAS</b>  Vice President for Instruction  Date: _____ </div>
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018  
Name of Staff: ALFREDO D. FLORENDO Position: Admin Aide III

**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 ÷ 12 = 4.75				

THE UNITED STATES OF AMERICA

IN SENATE

COMMITTEE ON THE JUDICIARY

HEARINGS

ON THE NOMINATION OF

JOHN EDGAR HOOVER TO BE

ATTORNEY GENERAL

AND ON THE NOMINATION OF

WILLIAM PATRICK MURPHY TO BE

ATTORNEY GENERAL

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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 : \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**  
Name of Head



1. The first part of the report is a general introduction to the subject of the study.

2. The second part of the report is a detailed description of the methods used in the study.

3. The third part of the report is a detailed description of the results of the study.

4. The fourth part of the report is a detailed description of the conclusions of the study.

5. The fifth part of the report is a detailed description of the recommendations of the study.

6. The sixth part of the report is a detailed description of the bibliography of the study.

7. The seventh part of the report is a detailed description of the appendix of the study.

8. The eighth part of the report is a detailed description of the index of the study.

9. The ninth part of the report is a detailed description of the cover of the study.

10. The tenth part of the report is a detailed description of the title page of the study.

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO D. FLORENDO

Performance Rating: \_\_\_\_\_

Aim: To improve <sup>work</sup> performance as utility worker/messenger  
of the OVRM

Proposed Interventions to Improve Performance:

Date: January 3, 2018 Target Date: \_\_\_\_\_

First Step: Attendance to seminars/workshops in topics  
that are relevant/applicable to his duties & responsibilities


Result: \_\_\_\_\_  
Attended seminar & team-building activities

Date: July 30, 2018 Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Step/Recommendation:

Conforme:

  
ALFREDO D. FLORENDO  
Admin. Aide III

Prepared by:

  
BEATRIZ S. BELONIAS  
Unit Head

1941-1942

1943-1944

1945-1946

1947-1948

1949-1950

1951-1952

1953-1954

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: OVPI

Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: ALFREDO D. FLORENDO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular monitoring of attendance and performance by Ms. Litz Valenzona				
Coaching	Discuss with Mr. Florendo on problems of his performance & advise/suggest possible solutions				

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

Conducted by:

Noted by:

  
**BEATRIZ S. BELONIAS**  
 Immediate Supervisor

**EDGARDO E. TULIN**  
 Next Higher Supervisor

1945-1946

1. The first part of the report is a general survey of the situation in the country. It is based on the information received from the various sources and is intended to give a general impression of the situation.

2. The second part of the report is a detailed account of the events which have taken place since the last report. It is based on the information received from the various sources and is intended to give a detailed account of the events.

1945-1946

1945-1946