



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NONY F. PIAD, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:


NONY F. PIAD, JR.
Name of Staff

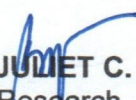
Reviewed by:


MARIA JULIET C. CENIZA
Department/Office Head

Recommending Approval:


MARIA JULIET C. CENIZA
Vice President, Research, Extension and Innovation

Approved:


MARIA JULIET C. CENIZA
Vice President for Research, Extension and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NONY F. PIAD JR. of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION & INNOVATION (OVPREI) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2023.

NONY F. PIAD JR.

Ratee

6/18/2024

Approved:

MARIA JULIET C. CENIZA

Head of Unit

6/18/2024

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	No. of dispatched trips driven safely and passengers conducted/fetched to and from their destination.	Conducts and fetch passengers inside and outside VSU campus.	Outside – 60 Within campus - 130	37 75	5	5	5	5	
	100% of the repair and maintenance of the vehicle.	Repair and maintenance of the vehicle/physical facilities.	88% of vehicle repaired	100%	5	5	5	5	
	Number of office documents delivered in the absence of the regular messenger.	Delivers R & E documents in the absence of the regular messenger.	60 documents delivered	40	5	4	5	4.67	
	Number of trainings, in-house reviews, agri-fair/exhibits facilitated.	Helps/assists the exhibit team to install the tent and display the exhibit materials.	6 assisted	4	5	5	5	5	
	Other tasks assigned by superiors.	Performs other tasks assigned by the superiors.	90%	100%	5	5	5	5	
Total Over-all Rating					5	4.8	5	4.93	

Average Rating (Total Over-all rating divided by 4)		4.93
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.93
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Open to comments & suggestions.

Evaluated and Rated by:

Recommending Approval:

Approved by:

MARIA JULIET C. CENIZA
Dept./Unit Head

MARIA JULIET C. CENIZA
Vice President, R, E & I

MARIA JULIET C. CENIZA
Vice President, R & E

Date: 1/18/2024

Date: 1/18/2024

Date: 1/18/2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: NONY F. PIAD JR.

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.

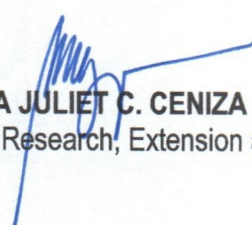
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		59				
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		4.92				
Overall recommendation :						


MARIA JULIET C. CENIZA
 Vice President for Research, Extension and Innovation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nony F. Piad Jr.
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: December 31, 2023
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First Step:

1. Record or make a schedule of all official travels.
2. Ensure that the vehicle is always in good running condition.

Result:

1. Systematic recording of scheduled trips.
2. Safety of passengers and safe travel.

Date: January 1, 2024 Target Date: June 30, 2024

Next Step:

1. Assists the in-charge in the over-all activity of the office as support staff and render overtime work/travel if needed.

Outcome: Efficient office operations.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conforme:

NONY F. PIAD JR.
Name of Ratee Faculty/Staff