



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARLON D. BENGALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.40	70%	3.080
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.529


TOTAL NUMERICAL RATING: **4.500**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.500**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARLON D. BENGALAN
Name of Staff


Reviewed by:


FELICIANO G. SINON
NARC, Director

Recommending Approval:


FELICIANO G. SINON
NARC, Director

Approved:


OTHELLO B. CAPUNO
Vice- President of R, E & I

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON D. BENGALAN**, *Administrative Aide I* 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 **January 2020 to June 2020**.

MARLON D. BENGALAN

Ratee

Approved:

FELICIANO G. SINON

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	750	1000	5	4	5	4.67	
	No. of rooms maintained (450m2)	Rooms cleaned and maintained	6	6	3	5	5	4.33	
	No. of CR maintained (35m2)	CR cleaned and maintained	5	5	3	4	5	4.00	
	Size of building maintained (790m2)	NARC building cleaned and maintained	2	2	3	5	5	4.33	
								-	
	Attend VSU Alay Linis	No. of alay linis attended	2	8	5	4	5	4.67	
Total Over-all Rating								4.40	

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.40
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendation for Development Purpose:

Good job. Congratulations!

Evaluated & Rated by:

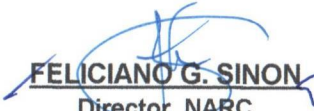
Recommending Approval:

Approved by:


FELICIANO G. SINON

Director, NARC

Date: _____


FELICIANO G. SINON

Director, NARC

Date: _____


OTHELLO B. CAPUNO

OVPRE

Date: _____

Exhibit I

PERFORMANCE MONITORINGName of Employee: **MARLON D. BENGALAN**

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
1	No. of documents submitted/retrieved for processing and follow-up	750	Jan. 1, 2020	June 30, 2020	1,000	Very Impressive	O	Good job. Congratulations
2	No. of rooms cleaned and maintained	6	Jan. 1, 2020	June 30, 2020	6	Impressive	VS	
3	No. of CR cleaned and maintained	5	Jan. 1, 2020	June 30, 2020	5	Impressive	VS	
4	Size of NARC building cleaned and maintained	2	Jan. 1, 2020	June 30, 2020	2	Impressive	VS	
5	No. of "Alay Linis" attended	2	Jan. 1, 2020	June 30, 2020	8	Very Impressive	O	

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

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

Prepared by:



FELICIANO G. SINON
NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2020**

Name of Staff: **MARLON D.BENGALAN**

Position: **ADMIN AIDE 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.	<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	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.	<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	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score		53				

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	4.82				

Overall recommendation : **OUTSTANDING**


FELICIANO G. SINON
 Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARLON B. BENGALAN**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have a smooth office operation**

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

-
- To deliver and retrieve documents
 - To maintain orderliness and cleanliness of offices and rooms
-

Result:

- Efficient recording and retrieval of documents
- Well maintained office and rooms

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

- Assists in the over all activity of the center and conduct over time if necessary.

Outcome: Efficient and effective center operations.

Final Step/Recommendation:

Good job. Congratulations.

Prepared by:


FELICIANO G. SINON
Unit Head