

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **FELIX L. OCON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.72	70%	3.304
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.419
TOTAL NUMERICAL RATING			4.723

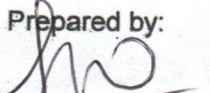
TOTAL NUMERICAL RATING: **4.72**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


FELIX L. OCON
Name of Staff

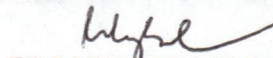

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX L. OCON**, **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 **July 2016 to Dec 2016**.

FELIX L. OCON
Ratee

Recommending Approval: **LUIZ O. MORENO**
Project/Study Leader

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

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	Number of days for field visit and disease incidence monitoring	Regular field visit of germplasm and nursery areas	40	60	5	5	4	4.67	
	Size (hectares) of experimental area maintained	Maintain germplasm and nursery areas	1	3	5	5	4	4.67	
	Number of accessions collected	Collect abaca accessions	5	10	5	5	5	5	
	Number of tissue cultured abaca accessions potted and hardened	Potting and hardening of tissue cultured abaca accessions	300	50	5	5	4	4.67	
	Number of accessions planted/replanted in the germplasm area	Plant/replant abaca accessions	20	50	5	5	4	4.67	
	Number of accessions harvested and characterized	Harvest and characterize mature abaca accessions	6	13	5	4	4	4.33	
	Number of hours spent for data encoding	Encode database	150	200	5	4	4	4.33	
	Number of accessions analyzed	Perform diversity analysis of 32 vegetative parameters							
					5	4	5	4.67	
	Number of powerpoint presentation prepared	Prepare powerpoint	1	5	5	4	5	4.67	
	Number of reports submitted	Prepares research report	1	5	5	5	4	4.67	
	Number of posters prepared	Prepares research posters	1	3	5	5	5	5	

MFO & Performance Indicators (PI)		Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
Others:	All interior decoration activities of the center (e.g. booth, exhibits, etc.)	Perform interior decoration for the center	100% of activities performed	130	4	5	5	4.67	
	No. of center committee membership assignment	Perform center committee membership assignments		5	5	5	5	5.00	
	Number of center-based reports, powerpoint presentations and other documents prepared and submitted	Perform function of administrative assistant of the center	10	20	5	5	5	5.00	
								14.67	
Total Over-all Rating								61.34	
	FINAL RATING							4.72	
	ADJECTIVAL RATING				OUTSTANDING				

Received by:

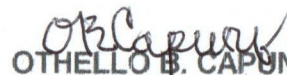
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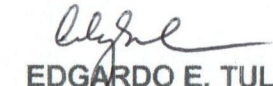
Recommending Approval:

Approved by:


VICTOR B. ASIO
 Planning Office

PMT


OTHELLO B. CAPUNO
 Vice President


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: FELIX L. OCON

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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
11.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		52				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				

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 : _____


LUZ O. MORENO
 Project Leader/Study Leader