## 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 N	UMERICAL RATING	4.723

**TOTAL NUMERICAL RATING:** 

TOTAL NUMERICAL RATING:

4.72

Add: Additional Approved points, if any:

4.72

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

IX L. OCON

Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

## 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

LOZ O. MORENO

Approved

STUDIED CHANGE

Head of Unit

MFO & Performance	Success Indicators Task As	Task Assigned	ask Assigned Target	Actual Accomplishments	RATING				Remarks
Indicators (PI)		rask Assigned			Q <sup>1</sup>	E <sup>2</sup>		A <sup>4</sup>	Remarks
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Services			and the second control of the second control				professional delignative special con-	-	Empresidadence: spillens terrapischalandenper febbase in very spillense
	Number of days for field visit and	Regular field visit of germplasm	40	Leo	3	8	4	4.67	i ng kanadalitano ny kataonino ng inishatakatanan shalasan i isan yan kataoa
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	prepared						Company Section in processes	Status Language Servicing constituting as company	Emphilips (views from its parallicit) objections establish
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MFO & Performance		Task Assigned	Target	Actual Accomplishments		R	Remarks		
Indicators (PI)				Actual Accomplishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remains
Others:	All interior decoration activities	Perform interior decoration for	100% of activities performe	130	4	5	5	4.67	pageran finyi kapitarsaka padi da kuju iyo iyo kuntu pinayu kitel dingu kunyu, kasa asidgu
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Received by:	Calibrated by:	Recommending Approval:		Approved by:	200	0			
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Date:

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## 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.

Encirc	e your	rating.

Scale	<b>Descriptive Rating</b>	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)			Scal	е			
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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	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	5	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.	5	4	3	2	1		
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1		
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	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	5	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	5	4	3	2	1		
	Total Score			52				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale					

	3. 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