

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: MARIA ZAIDAA. FLORES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.56	70%	3.192
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.566

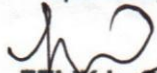
TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.57

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDAA. FLORES**

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EDGARDO E. TULIN
President

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ZAIDA A. FLORES, Administrative Aide III** 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 2017 to June 2017**



MARIA ZAIDA A. FLORES
Ratee



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

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RA TIN				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services Preparation of:									
	Number of Trip Tickets prepared	Trip tickets	15	27	5	4	4	4-33	
	Number of RIS prepared	Requisition Issue Slip (RIS)	15	21	5	5	4	4-67	
	Number of OS/BUS	Obligation/Budget Util. slip	5	30	5	5	5	5-0	
	Number of T.O's prepared	Travel Orders (T.O)	30	70	5	5	4	4-67	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	10	5	4	4	4-33	
	Number of Certificates of Travel completed	Certificate of Travel completed w/ & w/o revised itinerary	5	8	5	5	4	4-67	
	Travel completed prepared								
	Appointment as NARC OIC	Appointment as NARC OIC	5	20	5	4	5	4-67	
	Number of cash advances prepared	Cash advances(Supplies/materials/pre-travel allowance & per diems)	3	8	5	5	4	4-67	
	Number of liquidations report prepared	Liquidation Report	✓ 8	8	3	4	4	3-67	
	Number of Job Request	Job Request	2	5	5	4	4	4-33	
	Number of PR's	Purchase Request	15	37	3	4	4	3-67	
	Number of DV's	Disbursement Vouchers	30	45	5	4	5	4-67	
	Number of VAT Cert. prepared	VAT Certificate upon payment	5	10	5	5	4	4-67	
	Number of IAR's prepared	Inspection & Acceptance Report	20	30	5	5	4	4-67	
	Number of claims / reimbursement prepared	Claims/Payment of Indemnity / Reimbursement prepared	20	23	4	4	4	4-0	
	Number of DTRs/CSR	Daily Time Record (DTR)/CSR of NARC Core staff	15	30	5	5	5	5-0	

	Number of Application Leave prepared	Application for Leave	6	12	5	4	4	4.33	
	Number of PDS prepared/updated	Personal Data Sheet	2	2	3	4	5	4.0	
	Number of Certificate of Emergency purchase/justification	Certificate of Emergency Purchase/Justification	10	22	5	5	4	4.67	
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	12	5	5	5	5.0	
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	23	5	4	4	4.33	
Recording of in-coming/out-going documents	Number of documents	Communication/docs logged/encoded	200	400	5	5	5	5.0	
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	27	5	4	4	4.33	
Attendance to meetings Attendance to seminars/trngs. workshop/conferences	Number of hours Number of days of attendance	Meetings attended/Facilitated	2	8	5	4	4	4.33	
Treasurer's Report	Number of Financial Report	Financial report center activity	2	7	5	5	4	4.67	
Messengerial	Number of documents/submitted/retrieved	for processeing & follow -up	5	20	5	4	5	4.67	
Book plane tickets @ PAL Cebu Pacific for official travel of NARC Staff		booked & follow-up	2	4	5	5	5	5.0	
Photocopying/ printing services	Number of copies	Documents photocopied/ printed	50	120	5	5	5	5.0	

Act as committee member/Chairperson @ NARC assignment/Evaluation facilitator	Number of actual hours rendered Number of Faculty evaluation facilitated	No. of Committee member administer teaching evaluation assigned at DASS, VSU	7	15	5	5	4	4.67	
Performs other duties Records all finished products for exhibit into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit &	100	200	5	5	5	5.0	
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/entertained Answers phonecalls in-coming calls	Briefed/entertained visitors assisted	100	200	5	4	5	4.67	
Coordinates/facilitates conduct centers meetings, seminar, planning workshops		no. of notice of meeting prepared/facilitated	2	8	5	4	5	4.67	
Total Over-all Rating								4.56	

Ave. Rating (Total Over-all rating divided by 4)	-
Additional Points:	
Punctuality	-
Approved Additional points	-
(with copy of approval)	
FINAL RATING	4.56
ADJECTIVAL RATING	Excellent

Received by:

Calibrated by:

Recommending Ap

Approved by:


EDGARDO E. TULIN
 President


OTHELLO B. CAPUNO
 Vice President


REMBERTO A. PATINDOL
 PMT

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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Ratee



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Head of Unit

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Total Over-all Rating								4.56	

Ave. Rating (Total Over-all rating divided by 4)	-
Additional Points:	
Punctuality	-
Approved Additional points	-
(with copy of approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	Outstanding

Received by:

Calibrated by:

Recommending Ap

Approved by:

REMBERTO A. PATINDOL
PMT

OTHELLO B. CAPUNO
Vice President

EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

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		51				

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	4.38				

Overall recommendation : OUTSTANDING


FELICIANO G. SINON
Name of Head/Director

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

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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	<u>4</u>	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.	5	<u>4</u>	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	5	<u>4</u>	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		55				

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		4.58				

Overall recommendation : Outstanding


FELICIANO G. SINON
 Name of Head/Director