



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MIKE B. PAUSANOS**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.94 | 70% | 3.458 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.88 | 30% | 1.464 |
| TOTAL NUMERICAL RATING | | | 4.922 |

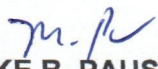
TOTAL NUMERICAL RATING: **4.922**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.922**

ADJECTIVAL RATING: **OUTSTANDING**

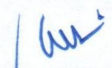
Prepared by:


MIKE B. PAUSANOS
Name of Staff

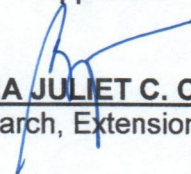
Reviewed by:


ROMEL B. ARMECIN
NARC, Director

Recommending Approval:


ROMEL B. ARMECIN
NARC, Director

Approved:


MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MIKE B. PAUSANOS**, *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 accomplishments in accordance with the indicated measures for the period **January 2023 to June 2023**.

m.p.
MIKE B. PAUSANOS

Ratee

Approved:

[Signature]
ROMEL B. ARMECIN

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 | | | | | | | | | |
| | Actual number of hours driving | Conducts and fetches NARC staff/ visitors on official travel outside official station | 200 | 280 | 5 | 5 | 5 | 5 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | No. of hours vehicle maintained | Maintain vehicle in good running condition | 30 | 45 | 5 | 5 | 5 | 5 | |
| | | | | | | | | | |
| | No. of meetings attended | Attends office meetings | 6 | 6 | 5 | 5 | 4.5 | 4.83 | |
| Total Over-all Rating | | | | | | | | 4.94 | |

| | | |
|-------------------------------------|---|-------------|
| Ave. Rating (Total Over-all rating) | | |
| Additional Points: | | |
| Punctuality | - | |
| Approved Additional points | - | |
| (with copy of approval) | | |
| FINAL RATING | | 4.94 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments & Recommendation for Development Purpose:

responsible & accommodates other related tasks.

Evaluated & Rated by:

Recommending Approval:

Approved by:

[Signature]
ROMEL B. ARMECIN

Director, NARC

Date: _____

[Signature]
ROSA OPHELIA D. VELARDE

Director for Research

Date: _____

[Signature]
MARIA JULIET C. CENIZA

OVPREI

Date: _____

Exhibit I

PERFORMANCE MONITORINGName of Employee: **MIKE B. PAUSANOS**

| 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 actual hours driving to conduct and fetch NARC staff/visitors on official travel outside station | 200 | Jan 1, 2023 | June 2023 | 280 | Very Impressive | O | Responsible and accommodates other related tasks. |
| 2 | No. of hours vehicle maintained in good running condition | 30 | Jan 1, 2023 | June 2023 | 45 | Very Impressive | O | |
| 3 | No. of meetings attended | 6 | As Schedule | | 6 | Very Impressive | O | |

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

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

Prepared by:



ROMEL B. ARMECIN
NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

Name of Staff: MIKE B. PAUSANOS Position: Admin Aide III

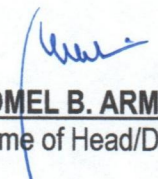
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 <u>his</u> /her share of the office targets and delivers outputs within the prescribed time. | 5 | 4 | 3 | 2 | 1 |
| 5. | Commits <u>himself</u> /herself to help attain the targets of <u>his</u> /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 his work which is easily retrievable when needed. | 5 | 4 | 3 | 2 | 1 |
| 8. | Suggests new ways to further improve his 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 | | | | | | |
| 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 | | 83 | | | | |
| Average Score | | 4.88 | | | | |

Overall recommendation : _____


ROMEL B. ARMECIN
Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKE B. PAUSANOS**

Performance Rating: **OUTSTANDING**

Signature: 

Aim: To provide transport for centers' staff

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

-
- To maintain the good running condition of the center's vehicle.
 - To drive and transport centers' staff

Result:

- Well-maintained vehicle
- Efficient transport of visitors, clients and research staff.

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:

- Assists in the conduct of the center's activities by providing transport and render over-time if necessary

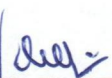
Outcome: smooth implementation of the center's program.

- Responsible and accommodates other related tasks.

Final Step/Recommendation:

- Needs to participate trainings on automotive repair and maintenance.

Prepared by:


ROMEL B. ARMECIN
Unit Head