

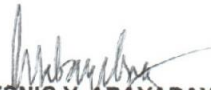
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2019**

Name of Administrative Staff : **ANTONIO Y. ABAYABAY**

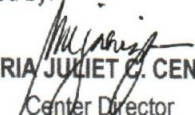
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.833	70%	3.383
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.666	30%	1.40
			4.783

TOTAL NUMERICAL RATING :	<u>4.783</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.783</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


ANTONIO Y. ABAYABAY
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension




Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANTONIO Y. ABAYABAY, Admin Aide VI of the National Coconut Research Center - Visayas, 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 to December, 2019.


ANTONIO Y. ABAYABAY
Admin. Aide VI


MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	Administrative and Facilitative Services										
	Efficient and customer friendly frontline services	A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	NCRC-V Core Staff	Customer friendly frontline services	100% customer friendly	100% customer friendly	5	5	5	5.00	
	Efficient office management and maintenance	A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	NCRC-V Core Staff, SRA/Aide, Admin Aide	Prepares/encodes/ prints research/ extension reports and budget	6	12	5	4	5	4.67	
				Assists/encodes/ prints research proposals on coconut	1	3	4	5	4	4.33	
				Assists/helps facilitates training	1	2	5	4	5	4.67	
				Prepares powerpoint presentation, layout backdrop and welcome tarp	2	2	4	5	5	4.67	
				Prepares/reproduces brochures/leaflets	3	6	5	5	5	5.00	
				Prepares/encodes OPCR/IPCR	1 OPCR; 14 IPCR	1 OPCR; 14 OPCR	5	5	4	4.67	
				Prepares Workloads,, class schedule	6	6	5	5	5	5.00	

				Prepares/prints communication and notice of meetings	6	10	5	5	5	5.00	
				Prepares/prints project/study leaders appointment	5	10	5	5	5	5.00	
				Scans/prints documents (MOA/MOU.	15	26	5	5	5	5.00	
				Sorts/consolidates documents for filing	150	450	5	5	5	5.00	
				Downloads/prints office e-mail sent/receives.	5	15	5	5	5	5.00	
				Entertains coconut farmers/clients and visitors	10	25	5	5	5	5.00	
				Assists and help facilitates RDE In-house Review and Planning Workshop	1	1	4	5	4	4.33	
				Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	6	15	5	5	5	5.00	
										4.833	
Average Rating				4.833		Comments and Recommendations for Development Purpose: <i>Should improve on delivering outputs and quality service.</i>					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING				4.833							
ADJECTIVAL RATING				Outstanding							

Evaluated by:

MARIA JUVET C. CENIZA
Center Director

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: JULY to DECEMBER 2019

	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : **ANTONIO Y. ABAYABAY**

Head of Section : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Filing system	√	√			
Coaching filing of documents	√	√			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO Y. ABAYABAY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Prepares/encodes/ prints research/ extension reports and budget	Prepares/encodes/ prints 10 research/ extension reports and budget	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
3	Assists/helps facilitates training	Assists/helps facilitates 2 trainings	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares 2 powerpoint presentation, layout backdrop and welcome tarp	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/14 IPCR	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
8	Prepares/prints communication and notice of	Prepares/prints communication and notice of	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
9	Prepares/prints project/study leaders	Prepares/prints project/study leaders appointment	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
11	Sorts/consolidates documents for filing	Sorts/consolidates 450 documents for filing	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates RDE In-house Review and Planning Workshop	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	
15	Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	Prepares/prints project/19 study reports for RDE In-house Review and Planning Workshop	July 2019	Dec 2019	July-Dec. 2019	Impressive	Very Satisfactory	

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

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


 MARIA JULIET C. CENIZA
 Center Director

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July to December 2019

Name of Staff : ANTONIO Y. ABAYABAY

Position : Admin Aide VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(5)	4	3	2	1
	12. Willing to be trained and developed	5	(4)	3	2	1
	Total Score					

4.66

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

Has to improve in organizing systematically on office documents and facilitated official functions/transaction

MARIA JULIET C. GENIZA
SUPERVISOR

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2019

Name of Employee: ANTONIO Y. ABAYABAY
Performance Rating: Outstanding

Aim: To become an effective and efficient frontliner of VSU

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: August 1, 2019 Target Date: August 24, 2019

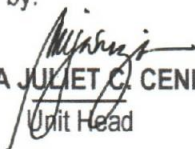
First Step: _____
_____ Conduct review of the essential customer service skills
as a frontliner (Administrative Aide VI) of NCRC-V.


Date: September, 2019 Target Date: November, 2019

Next Step: _____

Outcome: _____
Efficient and customer friendly frontline services.

Final Step/Recommendation: _____

Prepared by: 
MARIA JULIET C. CENIZA
Unit Head

Conform: 
ANTONIO Y. ABAYABAY