

PERSON IL RECORDS AND PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: preeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of	of a	Administrative	Staff:
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Nony F. Piad Jr.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.66	70%	3.27
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
		TOTAL NUM	ERICAL RATING	4.67

TOTA	AL NUMERICAL RATING:		
Add:	Additional Approved Points,	if	any:

TOTAL NUMERICAL RATING:

4.67

FINAL NUMERICAL RATING

4.67

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

NONY F. PIAD JR.

Name of Staff

Reviewed by:

OTHELLO B. CAPUNO

Department/Office Head

Recommending Approval:

JOSE L. BACUSMO

Dean/Director

Approved:

OTHELLO B. CAPUNO

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NONY F. PIAD JR. of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION & INNOVATION (OVPREI) 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 to June, 2020.

NONY F. PIAD JR.

Approved:

HELLO B. CAPUNO

Head of Unit

MFO and PAPs	Success Indicators	Table Assistant		Actual	Rating				
WIFO and PAPS		Tasks Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
Research Administration Services	No. of dispatched trips driven safely and passengers conducted/fetched to and from their destination.	Conducts and fetch passengers inside and outside VSU campus.	Outside – 60 Within campus - 80	80	4	4	4	4	
	100% of the repair and maintenance of the vehicle.	Repair and maintenance of the vehicle/physical facilities.	80% of vehicle repaired	100%	5	5	5	5	
	Number of office documents delivered in the absence of the regular messenger.	Delivers R & E documents in the absence of the regular messenger.	500 documents delivered	550	4	5	4	4.66	
	Number of trainings, in- house reviews, agri- fair/exhibits facilitated.	Helps/assists the exhibit team to install the tent and display the exhibit materials.	6 assisted	7	4	5	4	4.66	
	Other tasks assigned by superiors.	Performs other tasks assigned by the superiors.	90%	100%	5	5	5	5	
otal Over-all Rating								4.66	

		4.66
Average Rating (Total Over-all ratin	ng divided by 4)	
Additional Points:	xx	
Punctuality	-f approval) XX	
Approved Additional points (with copy of	от арргочату	
FINAL RATING		OUTSTANDING
ADJECTIVAL RATING		t around by:
	Recommending Approval:	Approved by:
Evaluated and Rated by:		6120 au /

1- Quality

Comments & Recommendations for Development Purpose: Luprose farther your commencation shifts oil your peers,

Punctuality (with copy of approval)	XX		comme
Approved Additional points (with copy of approval) FINAL RATING		OUTSTANDING	oik
ADJECTIVAL RATING Recomme	ending Approval:	Approved by:	
Evaluated and Rated by:	BACUSMO	OTHELLO B. CAPUNO Vice President, R & E	
OTHELLO B. CAPUNO Dept./Unit Head		Date:	
Date:	liness 4 – A	werage	



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _	January to June 2020			
Name of Staff: _	Nony F. Piad Jr.	Position: _	Adm. 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. C	ommitment (both for subordinates and supervisors)		S	cale		
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	3	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		56-	12	2	4.1

	eadership & Management (For supervisors only to be rated by higher upervisor)		S	cale)	
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					

Our rell recommendation	
Overall recommendation	

OTHELLO B. CAPUNO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Aim:To have a smooth and efficient office operations
Proposed Interventions to Improve Performance:
Date: January 1, 2020 Target Date: June 30, 2020
First Step:
Record or make a schedule of all official travels.
2. Ensure that the vehicle is always in good running condition.
Result:
1 Systematic recording of scheduled trips.
2. Safety of passengers and safe travel.
Date: July 1, 2020 Target Date: December 31, 2020 Next Step:
1. Assists the in-charge in the over-all activity of the office as support staff and render
overtime work/travel if needed.
Outcome: Efficient office operations.
Final Step/Recommendation:
Recommended for promotion.
Prepared by: OTHELLO B. CAPUNO Unit Head Conforme:

NONY F. PIAD JR.
Name of Ratee Faculty/Staff