



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.69 | 70% | 3.283 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.449 |
| TOTAL NUMERICAL RATING | | | 4.732 |

TOTAL NUMERICAL RATING: **4.732**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.732**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

EDWIN V. BAGARINAO
Name of Staff

Reviewed by:

ROBELYN T. PIAMONTE
NARC, Director

Recommending Approval:

ROBELYN T. PIAMONTE
NARC, Director

Approved:

MARIA JULIET C. CENIZA
Vice-President of R, E & I

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

[illegible]

| | | |
|-------------------------------------|---|------|
| Ave. Rating (Total Over-all rating) | | |
| Additional Points: | | |
| Punctuality | - | |
| Approved Additional points | - | |
| (with copy of approval) | | |
| FINAL RATING | | 4.69 |
| ADJECTIVAL RATING | | |


Comments & Recommendation for
Development Purpose:

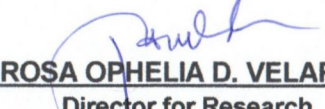
Works very well even
with less supervision.
Good job!

Evaluated & Rated by:

Recommending Approval:

Approved by:


ROBELYN T. PIAMONTE
Director, NARC
Date: July 6, 2022


ROSA OPHELIA D. VELARDE
Director for Research
Date: July 6, 2022



MARIA JULIET C. CENIZA
OVPREI
Date: July 7, 2022

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**

| 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 |
|---|---|-----------------|----------------|-----------------------------|--------------------------|--------------------|---------------------------------|--|
| No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works) | | | | | | | | |
| 1 | No. of machining of bushings | 20 | Jan. 1, 2022 | Feb. 28, 2022 | 21 | Very Impressive | O | Works very well even with less supervision. Great job! |
| 2 | No. of machining of shaftings | 20 | Jan. 1, 2022 | Feb. 28, 2022 | 21 | Very Impressive | O | |
| 3 | No. of threading of shaft for adjuster | 20 | Jan. 1, 2022 | Feb. 28, 2022 | 20 | Very Impressive | O | |
| 4 | No. of machining and fitting of pulleys | 20 | Jan. 1, 2022 | Feb. 28, 2022 | 21 | Very Impressive | O | |
| 5 | No. of drilling of holes | 15 | March. 1, 2022 | Apr. 30, 2022 | 16 | Very Impressive | O | |
| 6 | No. of cutting of angle bars | 40 | March. 1, 2022 | Apr. 30, 2022 | 41 | Very Impressive | O | |
| 7 | No. of cutting and folding of GI pipe | 40 | March. 1, 2022 | Apr. 30, 2022 | 40 | Very Impressive | O | |
| 8. | No. of cutting of steel plate | 55 | March. 1, 2022 | Apr. 30, 2022 | 56 | Very Impressive | O | |

| | | | | | | | | |
|----|---|----|-------------------|------------------|----|--------------------|---|--|
| 9 | No. grinding of parts | 10 | March. 1, 2022 | Apr. 30, 2022 | 11 | Very Impressive | O | |
| 10 | No. of welding | 10 | May. 1, 2022 | June 30, 2022 | 11 | Very Impressive | O | |
| 11 | No. of assembling of parts | 20 | May. 1, 2022 | June 30, 2022 | 21 | Very Impressive | O | |
| 12 | No. of painting | 20 | May. 1, 2022 | June 30, 2022 | 21 | Very Impressive | O | |
| 13 | No. of machine testing | 3 | May. 1, 2022 | June 30, 2022 | 4 | Very Impressive | O | |
| 14 | No. of meetings attended | 6 | Jan. 1 2022 | June 30, 2022 | 7 | Very Impressive | O | |
| 15 | No. of request requested by the office | 1 | Jan. 1, 2022 | June 30, 2022 | 2 | Very Impressive | O | |

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

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

Prepared by:


ROBELYN T. PIAMONTE

NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2022**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **Machinist 1**

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 |

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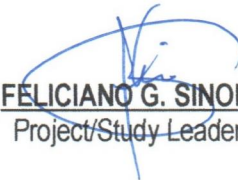
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No. **009-30**

| | | | | | | |
|--|---|-------|---|---|---|--|
| Total Score | | 58 | | | | |
| B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>) | | 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 | | 483 | | | | |
| Average Score | | | | | | |

Overall recommendation :

OUTSTANDING


FELICIANO G. SINON
 Project/Study Leader

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No. 009-30

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**
Performance Rating: **OUTSTANDING**

Signature:  _____

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: January 1, 2022 Target Date: June 30, 2022

First Step:

-
- Cutting of shafting, angle bars and flat bars
 - Machining of bushings, shaftings, and steel plate
 - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: July 1, 2022 Target Date: December 31, 2022

Next Step:

- Assist project leader in machine testing and operation.

Outcome: Comprehensive data on machine evaluation

Final Step/Recommendation:

Works very well even with less supervision.

Prepared by:


ROBELYN T. PIAMONTE
Unit Head