



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANDREO P. VILLOCINO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	30%	1.28
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.58

FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

ANDREO P. VILLOCINO
Name of Staff

Reviewed by:

ULYSSES A. CAGASAN
Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

ANDREO P. VILLOCINO
Administrative Aide III
Date: 12-21-20

MFO No.	MFO Description	Success Indicator (SI)		%	Task Assigned	Target	Actual Accomplishment	Rating				Remark
								Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)												
OVPI MFO 1. Administrative and Facilitative Services												
		Number of trips/travels made				35	25	5	5	5	5.00	
		Number of repairs and maintenance made on DOA vehicle and equipment			Maintains and does minor repairs of the DOA vehicle, tractor, grass cutter and sprayers	8	7	5	5	5	5.00	
		Number of DOA classrooms, lawn and buildings premises cleaned and maintained			Cleans and maintains DOA classrooms and its premises	8	6	4.5	4	4	4.17	
Total Over-all Rating												
Average Rating								4.83	4.67	4.67	4.72	
Adjectival Rating										OUTSTANDING		

Att → Trainings and seminars for ^{to} promote skills and other
to Assess TSDA as a conditor

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Evaluated and Rated by:


ULYSSES A. CAGASAN

Head, Department of Agronomy

Date: _____

Recommending Approval:


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President, Instruction

Date: 1/21/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: ANDREO P. VILLOCINO 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 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

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.

Page 1 of 2
FM-PRO-14
v1 05-27-2020

No. **347**

Total Score		48				
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		4.29				

Overall recommendation : Needs realignment of work assignment



 ULYSSES A. CAGASAN
 Printed Name and Signature
 Head of Office

Exhibit C

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANDREO P. VILLOCINO

Performance Rating: VERY SATISFACTORY

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 6, 2021 Target Date: December 2021

First Step:

To attend trainings and seminars to improve skills and be able to assess TESDA- related courses

Result:

Attended trainings & improved skills

Date: January 2022 Target Date: December 2022

Next Step:

To enhance skills other than being a driver

Outcome: Improved skills

Final Step/Recommendation:

Continue good practices in the work place

Prepared by:

ULYSSES A. CAGASAN
Unit Head

Conforme:

ANDREO P. VILLOCINO
Name of Ratee Faculty/Staff