



NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 53 565 0600 Local 1059

Email Address: ncrc-v@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

March to June 2023

DECEIVED Annex

Name of Administrative Staff:

LEODEL IGOTO

7 JAN. 2024

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.778	70%	3.344
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.583	30%	1.374
		TOTAL NUI	MERICAL RATING	4.718

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.718

4.718

4.718

Outstanding

Prepared by:

LEODE VGOT

Reviewed by:

MARISEL A. LEORNA NORC Director

Approved:

MARIA JULIET C. CENIZA

Vice President



Visayas State University NATIONAL COCONUT RESEARCH CENTER - VISAYAS



Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, LEODEL IGOT, Admin Aide I 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 March - June 2023

					% of	Details of	Rating				
MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	Accomplishmen ts	Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark
	General Administration a	nd Support Services (GASS)	7 (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	iędienoconstanie (spiednijednijo), priedzycznycznycznocia							
8	Administrative and Facility	tative Services		The State of the Control of the Cont		ina kephiliki i piraki akan paramininah berambiliah untukun					and despendent representative free
	Efficient office management and maintenance		Does fabrication, carpentry, and masonry works for the R&D activities of NCRC-V	4x/week	133.33%	5x/week	5	5	5	5,00	
			Supports the in-charge of the Center's engineering section	4x/week	125.00%	5x/week	4	5	5	4.67	
			3.Operates chainsaw for cutting & slicing coco lumber for the project and the Center	1x/week	100.00%	1x/week	4	5	5	4.67	
			4. Drives the hauler jeep inside the campus	2X a week	100.00%	2X a week	4	5	5	4.67	andronistic encodestro en
And the second s	The state of the s		Operates other tools and equipment in the engineering section of the Center	2x/week	100.00%	2X a week	4	5	5	4.67	ndiffighamtostifisvet jestemnigasvatur
		attination to consiste the fact of the consistency	Does other activities related to the project and assigned by supervisors	3x/week	166.67%	5x/week	5	5	5	5.00	MTMT-1000 FRENCH WARRENCH WAR
				American de menero e e e e e e e e e e e e e e e e e e		an particular de la constantina del constantina de la constantina de la constantina del constantina de la constantina de la constantina del constantin	1	***************************************			
	en e	and the state of t		atteria este remonida propriopa, sub eficació a petitor e dicula anticipa.							Professional State of the State
-			Manager 1	ottalijanis skurtuskistorije jam, nostavit pastote idalizacijani.							Hamman and and and and and and and and and a

	ontherepus				
		4.778	3		
verage Rating	4.778	Comments and Recommendations for Development Purpose:			
Punctuality		Impressive skills in carpentry but could benefit			
Approved Additional Points (w/ copy of Approval)		from further development in welding techniques. Recommended to participate in welding training programs to enhance technical			
INAL RATING	4,778	to portionate in wording training programs to emilance technical			
DJECTIVAL RATING	OUTSTANDING				

Evaluated by:

Notted by:

MARISEL A. LEORNA Center Director 7/5/23

Approved:

MARYA JUWET C. CENIZA
Vice President for Research and Extension
7/10/23

PERFORMANCE MONITORING FORM

Name of Employee: LEODEL IGOT

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendat
1	Does fabrication, carpentry, and masonry works for the R&D activities of NCRC-V	Fabricated equipment & carpentry and masonry works for the R&D activities of NCRC-V	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	1011
2	Supports the in-charge of the Center's engineering section	Supported the in-charge of the Center's engineering section	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	
3	Operates chainsaw for cutting & slicing coco lumber for the project and the Center	Operated chainsaw for cutting & slicing coco lumber for the project and the Center	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	
4	Drives the hauler jeep inside the campus	Drives the hauler jeep inside the campus	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	
5	Operates other tools and equipment in the engineering section of theCenter	Operated other tools and equipment in the engineering section of theCenter	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	
6	Does other activities related to the project and assigned by supervisors	Had done other activities related to the project and assigned by	March 2023	June 2023	Mar - Jun 2023	Impressive	Outstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

MENCIUS B. LESIDAN

Supervisor

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: March to June 2023

Name of Staff: LEODEL IGOT Position: Admin Aide I

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

	Commitment (both for subordinates and supervisors)		1	Scal	е	
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	4
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	- American
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
0.	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
1.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
2.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	0				

4.583

3. 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	4		
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	The second secon		
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2			
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	Asses		
	Total Score							
	Average Score							

Overall recommendation	:							
------------------------	---	--	--	--	--	--	--	--

MENCIUS B. LESIDAN
Printed Name and Signature
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: March to June 2023

1	4st	Q
1	2 nd	Α
	3 rd	R
	4 th	E

Name of Employee:

LEODELIGOT

Head of Section :

Number of Personnel: 1

	MECHANISM				
Activity Monitoring	Me	eting	Mana	Others (Pls.	Remarks
	One-on-One	Group	Memo	Specify	
Monitoring work accomplishment	4	1			
Coaching fabrication of machines	V	√			

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

Conducted by:

Noted by:

MENCIUS B. LESIDAN

Immediate Supervisor

MARISEL A. LEORNA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN March to June 2023

	Employee: <u>LEODEL IGOT</u> nce Rating: OUTSTANDING
	To become and effective and efficient Administrative Aide worker
Proposed	Interventions to Improve Performance:
Date:	March 10, 2023 Target Date: March 17, 2023
First Step	
Er	njoin him to review the 5s of housekeeping through online resources.
Result:	
	further enhanced his knowledge in good housekeeping as applied in his field of
Date:	March 27, 2023 Target Date: March 31, 2023
Next Step	X.
	Put into practice the following elements of good housekeeping in the workplace: Sorting of tools and equipment Set in order Shining or cleaning up the work area Standardize Sustain
Outcome:	Clean and organized work\place
Final Step	/Recommendation:
	Continue mastering good housekeeping in the area assigned (Engineering section)
Conforme	Prepared by: MENCIUS B. LESIDAN Supervisor

Name of Ratee