



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

March to June 2023

**RECEIVED**  
Annex P

17 JAN. 2024

Name of Administrative Staff:

LEODEL IGOT

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
<b>TOTAL NUMERICAL RATING</b>			<b>4.718</b>

TOTAL NUMERICAL RATING:

4.718

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.718

FINAL NUMERICAL RATING

4.718

ADJECTIVAL RATING:

Outstanding

Prepared by:

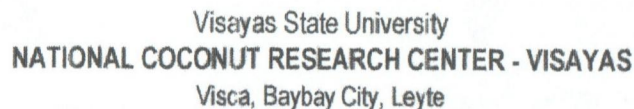
LEODEL IGOT  
Name of Staff

Reviewed by:

MARISAL A. LEORNA  
NCRC Director

Approved:

MARIA JULIET C. CENIZA  
Vice President



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

Admin. Aide I

06/29/23

Director, NCRC-V

Date: 7/3/23

[illegible]





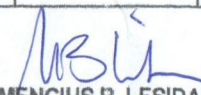
## PERFORMANCE MONITORING FORM

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/ Recommendation
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	
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 the Center	Operated other tools and equipment in the engineering section of the Center	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

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

  
**MENCIUS B. LESIDAN**  
 Supervisor





## 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

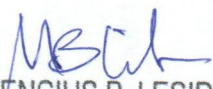
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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
Total Score						

4.563



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						

Overall recommendation : \_\_\_\_\_

  
**MENCIUS B. LESIDAN**  
 Printed Name and Signature  
 Supervisor

## PERFORMANCE MONITORING &amp; COACHING JOURNAL


Rating Period: March to June 2023


✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Employee : **LEODEL IGOT**  
 Head of Section :  
 Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring work accomplishment	√	√			
Coaching fabrication of machines	√	√			

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

Conducted by:   
**MENCIUS B. LESIDAN**  
 Immediate Supervisor

Noted by:   
**MARISEL A. LEORNA**  
 Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**March to June 2023**

Name of Employee: LEODEL IGOT  
Performance Rating: OUTSTANDING

Aim: 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:

Enjoin him to review the 5s of housekeeping through online resources.

Result:

It further enhanced his knowledge in good housekeeping as applied in his field of work.

Date: March 27, 2023 Target Date: March 31, 2023

Next Step:

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)

Prepared by:

MENCIUS B. LESIDAN  
Supervisor

Conforme:

LEODEL IGOT  
Name of Ratee