

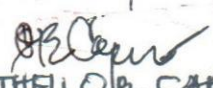
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

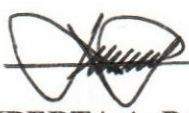
Name of Faculty Member: FELICIANO G. SINON
Position/Designation: Professor VI/Director, NARC

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		4.0x50%= 2.00	0.500
b. Students (50%)		5.0x50% = 2.5	0.625
<i>TOTAL for Instruction</i>			1.125
2. Research	50%	3.78	1.890
3. Extension	15%	4.00	0.600
5. Production	10%	4.22	0.422
4. Administration	10%	4.77	0.477
TOTAL	110%		4.514

EQUIVALENT NUMERICAL RATING: 4.514
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.514
ADJECTIVAL RATING: Outstanding

Prepared by: 
FELIX L. OCON
SRA

Reviewed by: 
OTHELLO B. CAPUNO
TOVPRE

Recommending Approval: 
REMBERTA A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: FELICIANO G. SINON

Position: Professor VI

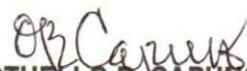
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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										
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						81				
Average Score						(4.77)				

Overall recommendation : _____


OTHELLO B. CAPUNO
 VP, Research and Extension

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELICIANO G. SINON**, Professor VI of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2017 to December 31, 2017**

FELICIANO G. SINON
Ratee

Approved:

ARTHUR IT TAMBONG
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
MFO1: Advanced and Higher Education Services		Instruction: At least 25% of the total tasks							
PI1: Full-Time Equivalent (FTE)	Number of course/subjects/sections handled per semester	- Teaches course/subject/section per semester	- 1 course/subject/section per semester	1	3	4	4	3.67	
PI2: Student advising and consultation services	Number of hours spent to student consultation per semester Number of student advisees and/or SRC membership	- Renders student consultation - Handles student advisee and/or SRC membership per semester	- 2 hrs/wk student consultation - 1 student advisee and/or SRC membership per semester	2	4	4	5	4.23	
Total Over-all Rating					3	5	4	4.0	

Ave. Rating (Total Over-all rating)	-
Additional Points:	
Punctuality	-
Approved Additional points	-
(with copy of approval)	
FINAL RATING	4.0
ADJECTIVAL RATING	Very Satisfactory

Received by:

DANIEL M TUDTUD
Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

OTHELLO B. SAPUNO
Vice President

Date: _____

Approved by:

EDGARDO E. TULIM
President

Date: _____

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FELICIANO G. SINON
Ratee

OTHELLO B. CAPUNO
Vice Pres. for R & E (Rater)

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services		Research: At least 50% of the total tasks							
PI1: Number of Outputs Published in CHED accredited journals/ internationally indexed journals	Number of outputs published in CHED accredited/ indexed journals	- Develops and submits publications in refereed/indexed journals		1	1	4	4	3.0	
PI2: Number of Outputs presented in regional/ national/international fora/conferences	Number of research outputs presented to international/national/regional and local fora or conferences	- Develops and presents research output to scientific for a/conference - Conducts/implements research projects/studies	- 2 Research output presented (paper/poster per year) - 2 research project/study per year	3	4	4	4	4.0	
				3	4	4	5	4.33	3.78 X 1.50 = 5.67

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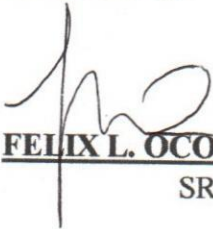
TOTAL NUMERICAL RATING:

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ADJECTIVAL RATING:

Outstanding

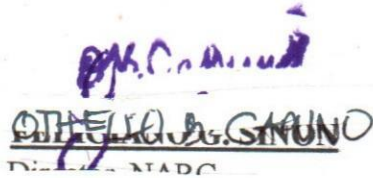
Prepared by:



FELIX L. OCON

SRA

Reviewed by:



FELICIANO G. SINON

Director, NARC

Recommending Approval:



REMBERTA A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

Rating Period: July to December 2017

Name of Staff: FELICIANO G. SINON

Position: Professor VI

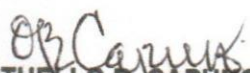
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Average Score						4.77				

Overall recommendation : _____


OTHELLO B. CAPUNO
 VP, Research and Extension

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FELICIANO G. SINON
Ratee

Approved:

ARTHUR T. JAMBONG
Head of Unit

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PI2: Student advising and consultation services	Number of hours spent to student consultation per semester	- Renders student consultation	- 2 hrs/wk student consultation	2	4	4	5	4	3
	Number of student advisees and/or SRC membership	- Handles student advisee and/or SRC membership per semester	- 1 student advisee and/or SRC membership per semester	1	3	3	4	4	
Total Over-all Rating								12.0	

Ave. Rating (Total Over-all rating)	
Additional Points:	
Punctuality	
Approved Additional points	
(with copy of approval)	
FINAL RATING	4.0
ADJECTIVAL RATING	very satisfactory

Received by:
DANIEL M TUPTUD
Planning Office

Calibrated by:
REMBERTO A. PATINDOL
PMT

Recommending Approval:
OTHELLO B. CAPUNO
Vice President

Approved by:
EDGARDO E. TULIH
President

Date: _____

Date: _____

Date: _____

Date: _____

