COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIO A. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.62	70%	3.234
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1-299
	TOTAL N	UMERICAL RATING	4. (33

TOTAL NUMERICAL RATING:

453

Add: Additional Approved points, if any:

4.53

TOTAL NUMERICAL RATING:

Vom Sticket

ADJECTIVAL RATING:

Reviewed by:

FELIX L. OCON

Prepared by:

Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide 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 January 2016 to June 2016.

Ratee Recommending Approval: LUZ O. MORENO

Project/Study Leader

Approved: **FELICIANO G. SINON** Head of Unit

									Others:										Field Evaluation	Services	MFO2: Research	Indicators (PI)	MFO & Performance
						assignments	Number of center committee membership		Number of center related activities assisted		Number of reports prepared	research related activities	Number of laborers supervised in all	Number of missing hills replanted	and hardened for field evaluation in another area	of promising abaca accessions potted	Number of tissue-cultured plantlets		Field Evaluation Number of days for field visit			Ouccess illulcators	Cianno Indicatore
						assignments	Perform center committee membership	construction, designing and decoration)	Assist in center related activities (booth	Others: At least 10% of total tasks	Research report prepared	related activities	Supervise laborers in all research	Replant missing hills		promising abaca accessions	Potted and hardened plantlets of	area for experimental set up	Periodic visit and monitoring of propagation		Research: At least 90% of total tasks	lask WasiBlied	Task Assistand
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1																						Kellidika	Damaska

	7	-						
Date:	DANIEL E. TUBTUD Planning Office	Received by:			Total Over-all Rating			
Date:	REMBERTO A. PATINDOL PMT	Calibrated by:	ADJECTIVAL RATING	FINAL RATING		campus	Number of laborers supervised in cleaning the VSU	
Date:	OTHELLO BY CAPTINO Vice President	Recommending Approval:				as requested by Sir Capuno	Supervise laborers in VSU cleaning	
				runden bestehn der eine eine geweite der eine d			3	
		Approved by:		mangiana di manangiana kangiangan dan manangiangan kangiangan naga nagan dan pangungan nagan dan manangian man			3	
Date:	EDGARDO E. TULIN President	•	_				3 3	
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Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2016 to JUNE 30, 2016

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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)		(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	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						
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5)4	3	2	1						
3.	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						
4.	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						
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1						
6.	Suggests new ways to further improve her work and the services of the office to its clients	5)4	3	2	1						
7	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						
8	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						
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	A	3	2	1						
10	Willing to be trained and developed	5	4	3	2	1						
	Total Score					tr						

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale							
Demonstrates mastery and expertise in all areas of work to gain trust and confidence from subordinates and that of higher superiors	t, respect	5	4	3	2	1		
Visionary and creative to draw strategic and specific plans and targe office/department aligned to that of the overall plans of the university.	ets of the	5	4	3	2	1		
 Innovates for the purpose of improving efficiency and effectivenes operational processes and functions of the department/office fo satisfaction of clients. 		5	4	3	2	1		
 Accepts accountability for the overall performance and in delivering the required of his/her unit. 	ne output	5	4	3	2	1		
 Demonstrates, teaches, monitors, coaches and motivates subordinates improved efficiency and effectiveness in accomplishing their assign needed for the attainment of the calibrated targets of the unit 		5	4	3	2	1		
To	otal Score							
Average Score				4.33				

Overall recommendation

Very satisfactory

LVZ O. MORENO
Project Leader/Study Leader