COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

FELIX L. OCON

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5.	Numerical Rating per IPCR	4.86	70%	3.402
6.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
	- AB1	TOTAL N	UMERICAL RATING	4.902

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved points, if any:

4.90

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

FELIX L. OCON Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN
President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

FELIX L. OCON

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Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX L. OCON, Science Research Assistant 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 Jan 2017 to June 2017.

FELIX L. OCON

Recommending Approval: LUZ O. MORENO

LUZ O. MORENO Project/Study Leader

Approved: FELICIANO G. SINON

MFO & Performance	Success Indicators	Task Assigned	Target	Actual Accomplishments		RATING	- 1	Remarks
Indicators (PI)			•		Q ¹	-T	A*	
MFO2: Research								
Services								
	Number of days for field visit and	Regular field visit of germplasm	40	QS.	4	4.8	41,	
	disease incidence monitoring	and nursery areas	de dipension especialment personal personal de la company de la company de la company de la company de la comp				-	
	Size (hectares) of experimental	Maintain germplasm and nursery	_		ا ام	29 1	5.0	
	area maintained	areas						
	Number of accessions collected	Collect abaca accessions	2	2	4	4.8	46	
	Number of tissue cultured abaca	Potting and hardening of tissue	300	450	7		C.0	
	accessions potted and hardened	cultured abaca accessions		on the second			7	
	Number of accesisons planted/	Plant/replant abaca accessions	20	and the second contract of the second contrac	5	5	9.5	
	replanted in the germplasm area			en de la company de descripción de company de la compa				
	Number of accessions harvested	Harvest and characterize mature	9	0	5	8.7	4.83	
	and characterized	abaca accessions						elle per de la particular
	and the second control of the second control							
	Number of hours spent for data	Encode database	150	72 72	3 48	2	4.27	entered in the special department of the four first state of the special
	encoding		mendijan prilaya di sira dalam di waqi sirah di sani ili sa Apramenta da panakan Apramenta da sani da sanakan					
	Number of accesions analyzed	Perform diversity analysis of			-			
		32 vegetative parameters						
					+			
	Number of powerpoint presentation	Prepare powerpoint			7 4,8	5 8	493	
	prepared							
	Number of reports submitted	Prepares research report	_		8.4 5	2	4.92	india kanada kanada da kanada d
	Number of posters prepared	Prepares research posters		7	5 4.8	2	4.92	valida mendela propriata per de propriata de perfecto por de propriata de persona de presenta de presenta de p
						7		

Others: Of the cente No. of cente assignment Number of conversion	All interior decoration activities						
	444	Perform interior decoration for	100% of activities performe	0.4	J B	05 5	
No. of cent assignment Number of	of the center (e.g. booth, exhibits, etc.)	the center					
Assignment Number of nowerpoint	No. of center committee membership	Perform center committee		5	100	\$ \frac{\chi_{20}}{}	
Number of nowerpoint	-	membership assignments					
Dowerboint	Number of center-based reports,	Perform function of administrative	10	5	5	05	
	powerpoint presentations and other	assistant of the center					
documents	documents prepared and submitted						
Total Over-all Rating							
FINAL RATING	ATING					428	
ADJECT	ADJECTIVAL RATING	andere provincia de constitución de la constitución de constitución de constitución de constitución de constitu A constitución de constitución de constitución de constitución de constitución de constitución de constitución			OUTERVIEWS		
Received by: Calibrated by:	ed by:	Recommending Approval:		Approved by:			
f (my 12 p	REMBERTO A, PATINDOL PMT	OTHELLO B. CAPUNO Vice President			EDGARDO E. TULIN	Adein	
Date: De	Date:	Date:			Date:	-	

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX L. OCON, Science Research Assistant of the National Abaca Research Center-Visavas 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 Jan 2017 to dure 2017.

LIX L. OCON

Recommending Approval: Lut o. MORENO

Luz o. MORENO Project/Study Leader

Approved: FENCIANO

Dananah	Success Indicators	Task Assigned	Target	Actual Accomplishments		RATING	NG
Services	y managaminy upana ny kaominina ny kaominina ny kaominina ny vandra ny kaominina ny valona ny valona ny valona Ny faritr'ora ny faritr'ora ny vandra ny				Ö	E ² T ³	¥
	Number of days for field visit and	Regular field visit of germplasm	40			H	
	disease incidence monitoring	and nursery areas			4	3 4.5	8 4.6
	Size (hectares) of experimental	Maintain germplasm and nursery	-		-	1	- 4
	Number of accessions collected	areas			2	D	2.0
	Number of tissue cultured abaca	Collect abace accessions	5	2)	4	0.40	1
**	accessions potted and hardened	Cultured abaca accessions	300	2000	5	5	100
	Number of accesisons planted/	Plantfreplant abace accessions	20				4
	replanted in the germplasm area			- Y	7	2	?
- 100	and characterized	Harvest and characterize mature	9		5	8 4 3	4.An
		O INCOMPANY					Ш
2	Number of hours spant for data				#	+	
	encoding	Errode database	150	1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3	5 84	4.27
Z	Number of accesions analyzed	Perform diversity analysis of					
		32 vegetative parameters					
Ž	Number of powernoint presentation	O and a contract of the contra					
ā	prepared	Frebare powerpoint			-	5 84	493
N.	Number of reports submitted	Prepares research report			+		
	Number of posters prepared	Prepares research posters			2	128	4.92

dicators (PI)		Task Assigned	Target				
	All interior decoration activities	Perform interior decoration for	100% of activities performe			1	60
	of the center (e.g. booth, exhibits, etc.)	the center		alandisk benedici kanantang nyakta arandomi bendi anyakta pintakanana katanya		2	72
	No. of center committee membership	Perform center committee		marinitation of the second sec	1	1	100
	assignment	membership assignments			7	1	3
	Number of center-based reports,	Perform function of administrative	10			1	V V
	powerpoint presentations and other	assistant of the center			2	1	70
	documents prepared and submitted			destination in the contract of	-	1	-
Over-all Rating				elitrigingsig trep patters benati strugger direction distribution specialistic periodossi sussidiossi services			-
,	FINAL RATING		the state of the second tracks of the second control of the second tracks of the second track	ma primiti anno de la completa de c		1	10
	ADJECTIVAL RATING		And described the special control of the second control of the sec	PROPOSITIVA SERVICE SE	1	100	DVI
			Section of Array of Confession and Confession of Confessio		Contract	CAMPINAL DE	Booffinishmenterste
ed by:	Calibrated by:	Recommending Approval:		Approved by:			
	REMBERTO A. PATINDOL. PMT	OTHELLO B. CAPUNO Vice President			EDGARDO E. TULIN	E. TULIN	
	Date:	Date:			Date		

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2017 to JUNE 30, 2017

Name of Staff: FELIX L. OCON Position: Science Research Assistant

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)		5	Scale	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
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	
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	-
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	-
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	-
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	,
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	
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	
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	
	Total Score			60	1	

	Leadership & Management (For supervisors only to be rated by higher supervisor)		8	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		4	3	2	1
	Total Score			60	W	
	Average Score			J,	1	

Overall recommendation

GUSTAN DANG

LUZ O. MORENO
Project Leader/Study Leader

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2017 to JUNE 30, 2017

Name of Staff: FELIX L. OCON Position: Science Research Assistant

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.

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	Commitment (both for subordinates and supervisors)			Scal	e	
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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
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	Total Score			60.0	0	

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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	*	(0.00	0	
	Average Score			5.00	*	

Overall	recommendation
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Outstanding

LUZO. MORENO
Project Leader/Study Leader