



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.99	70%	3.493
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
<b>TOTAL NUMERICAL RATING</b>			<b>4.921</b>

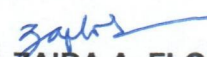
TOTAL NUMERICAL RATING: **4.921**


Add: Additional Approved points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.921**

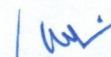
ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

  
**MARIA ZAIDA A. FLORES**  
Name of Staff

  
**ROMEL B. ARMECIN**  
NARC, Director

Recommending Approval:

  
**ROMEL B. ARMECIN**  
NARC, Director

Approved:

  
**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ZAIDA A. FLORES**, *Administrative Aide III* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January 2023 to June 2023**

**MARIA ZAIDA A. FLORES**

Ratee

Approved: **ROMEL B. ARMECIN**

Director, NARC

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO5: Research & Extension									
Admin. & Support Services									
Efficient & Customer friendly frontline services	Frontlining	Frontliner Services	no complaint	no complaint					
Secretariat Work	Prepared, Encoded,Compiled ISO documents	Prepares /Compiles /Facilitates encode office documents as requested by NARC Staff	10	20	5	5	5	5	
	Number of Outgoing Communication/Letter Request prepared	Prepares Outgoing Communication, Letter Request & etc.	4	6	5	5	5	5	
	Number of Job Request Prepared	Prepares Job Request and submitted to concern unit	2	6	5	5	5	5	
	Number of Prepares IPCR (Target & Accomplishment CY-2023)	Prepares and Encode printed IPCR Target & Accomplishment CY-2023	1	2	5	5	4.5	4.83	
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	1	2	5	5	5	5	
	Number of standard government forms	Prepares standard government forms: RIS	15	30	5	5	5	5	
		Obligation Slip	2	8	5	5	5	5	



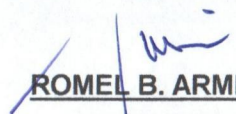
		Disbursement Voucher	3	6	4	4	4	4	
		Travel Order	4	25	4	4	4	4	
		Trip Tickets	2	8	4	4	4	4	
		Inspection Report	5	20	4	4	4	4	
		Cash Advances	2	5	4	4	4	4	
		Liquidation Report	2	5	4	4	4	4	
		Itinerary of Travel	2	3	4	4	4	4	
		Application for Leave	4	6	4	4	4	4	
		Job Request	3	7	4	4	4	4	
	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff accountability		15		4	4	4	4	
		Records Communication		30					
	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	Prepares encode,printing and handedbills to requesting person/other units	1	3	4	4	4	4	
	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	Updates to Facilitate & consolidate	1	3	4	4	4	4	
	Number of NARC documents consolidated/filed	Consolidates NARC documents files	2	4	4	4	4	4	
	Number of NARC activities such as NARC staff meetings/other activities facilitated	Facilitates NARC/other VSU extension activities (Notice of Meeting/Attendance of meetings,seminar/workshop	2	5	4	4	4	4	
	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	Update the schedule of activities for participation	1	5	4	4	4	4	

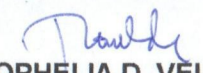
	Number of Treasurer's Report prepared	Financial Report center activity	1	5	5	5	5	5	
Other Services	Number of Committee Member	Does task assigned as member of the Committee	1	3	5	5	5	5	
	adDRC Assignment	Facilitates/Records Coding of ISO documents for submission	10	30	5	5	5	5	
	Customers Assistance Services Assist/entertains NARCwalk-in clientele and visitors @NARC Exhibit ares.	Facilitates NARC visitors & monitor abaca products display during Agri Fair outside VSU.	50	130	5	5	5	5	
<b>Total Over-all Rating</b>								4.99	
Ave. Rating (Total Over-all rating divided by 4)				Comments & Recommendation for Development needs minor supervision					
Additional Points:									
Punctuality		-							
Approved Additional points		-							
(with copy of approval)									
<b>FINAL RATING</b>									
<b>ADJECTIVAL RATING</b>		4.99							

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**ROMEL B. ARMECIN**  
NARC, Director

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

  
**MARIA JULIET C. CENIZA**  
Vice President OVPREI



## PERFORMANCE MONITORING

Name of Employee: **MARIA ZAIDA A. FLORES**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
Preparation of:								
1	Frontlining	No Complaint	Jan 1, 2023	Jan 31, 2023				Needs minor supervision.
2	Prepared, Encoded, Compiled ISO documents	10	Jan 1, 2023	Jan 31, 2023	20	Very Impressive	O	
3	Number of Outgoing Communication/Letter Request prepared	4	Jan 1, 2023	Jan 31, 2023	6	Very Impressive	O	
4	Number of Job Request Prepared	2	Jan 1, 2023	Jan 31, 2023	6	Very Impressive	O	
7	Number of Prepares IPCR (Target & Accomplishment CY-2021)	1	Jan 1, 2023	Feb 28, 2023	2	Very Impressive	O	
8	Numbers of PPMP & PRs prepared/submitted	1	Jan 1, 2023	June 30, 2023	2	Very Impressive	O	
9	No. of standard government forms	46	Jan 1, 2023	June 30, 2023	129	Very Impressive	O	
10	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff accountability	15	Jan 1, 2023	June 30, 2023	30	Very Impressive	O	
11	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	1	Jan 1, 2023	June 30, 2023	3	Very Impressive	O	

12	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	1	Jan 1, 2023	June 30, 2023	3	Very Impressive	O	
13	Number of NARC documents consolidated/filed	2	Jan 1, 2023	June 30, 2023	4	Very Impressive	O	
14	Number of NARC activities such as NARC staff meetings/other activities facilitated	2	Jan 1, 2023	June 30, 2023	5	Very Impressive	O	
15	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	1	Jan 1, 2023	June 30, 2023	5	Very Impressive	O	
16	Number of Treasurer's Report prepared	1	Monthly		5	Very Impressive	O	
17	Number of Committee Member incoming phone calls	1	Jan 1, 2023	June 30, 2023	3	Very Impressive	O	
18	adDRC Assignment	10	Jan 1, 2023	June 30, 2023	30	Very Impressive	O	
19	Customer Assistance Services Assist/entertains NARC walk-in clientele and visitors @NARC Exhibit area	50	Jan 1, 2023	June 30, 2023	130	Very Impressive	O	

\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**ROMEL B. ARMECIN**

NARC, Director





"Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2023

Name of Staff: MARIA ZAIDA A. FLORES

Position: Admin Aide III

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
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 : \_\_\_\_\_

  
**ROMEL B. ARMECIN**  
 Name of Head/Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

- 
- To act as committee chairperson
  - Process office documents
  - Assists entertaining visitor and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:


Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

- Needs more training on database and management using computers

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head