

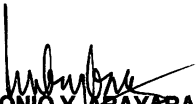
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2018

Name of Administrative Staff : **ANTONIO Y. ABAYABAY**

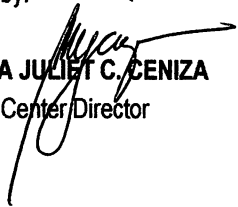
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.769	70%	3.338
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
			4.838

TOTAL NUMERICAL RATING :	<u>4.838</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.838</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

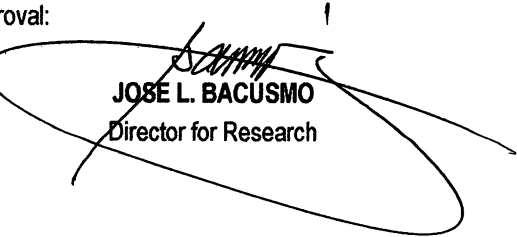
Prepared by:


ANTONIO Y. ABAYABAY
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ANTONIO Y. ABAYABAY, Administrative Aide VI 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 July to December, 2018.

ANTONIO Y. ABAYABAY
Admin Aide VI

Date: _____

MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
UMFO4. Extension/Production Services										
NCRC MFO 1. Extension Activities										
NCRC MFO 2. Production Services										
	PI 2. Number of STF/IGPs monitored, supervised and managed									
	IGP/STF document preparation		Entertains coconut farmers/clients avails coconut seedlings	75%	100%	5	4	4	4.33	
			Prepares permit to carry out coconut products (Coconut seedlings)	100%	100%	5	4	5	4.67	
UMFO 5. Support to Operation (STO)										
UMFO 6. General Administration and Support Services (GASS)										
NCRC MFO 1. Administrative and Facilitative Services										
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously		Efficient and customer friendly frontline service	50% clients served,	100% clients served, no complaint	5	4	5	4.67	
	PI 8: Percentage implementation of SPMS & PBB		Prepares/encodes OPCR/IPCR of the center's faculty and staff	14	15	5	4	5	4.67	
	PI 9: Additional Outputs									
	Efficient office management and maintenance									
	Documents preparation		Prepares Workload, PASUC (QCE, NBC 461), Class Schedule of Center Core Staff	5	6	5	5	4	4.67	
			Prepares Certificate of appearance, log-in/out, trip ticket, ODI, TO, RIS, Payroll, Voucher, DTR, Itinerary of Travel, ORS/BURS, etc.	10	150	5	5	4	4.67	

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July to December 2018

Name of Staff : **ANTONIO Y. ABAYABAY**

Designation: Admin Aide VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed					
	Total Score					
B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

key contributions in performing jobs or other responsibilities.
Debraun inputs efficiently, has excellent performance.

MARIA JULIET C. CENIZA
Immediate Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

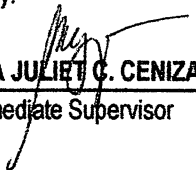
	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : **ANTONIO Y. ABAYABAY**
Head of Section : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Filing of documents	√	√			
Coaching OPCR/IPCR	√	√			

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

Conducted by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

PERFORMANCE MONITORING FORM

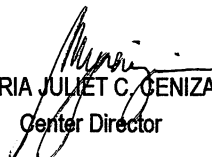
Name of Employee: ANTONIO Y. ABAYABAY

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	Assist/facilitate Annual R&D Review and Planning Meeting	Assisted/facilitated Annual R&D Review and Planning Meeting of CSet Project (National)						
2	Preparation/reproduction of program/invitations for NCRC RDE In-house Review and Planning Workshop (for evaluators)	Prepared/reproduced 7 program/invitations for NCRC RDE In-house Review and Planning Workshop (for evaluators)						
3	Assist in the preparation of extension PowerPoint presentation and backdrop during in-house Review	Prepared 4 extension PowerPoint presentation and backdrop during in-house Review						
4	Preparation/encoding research reports and budget	Prepared/encoded 19 research reports and budget						
5	Assist/encode research proposals	Assisted/encoded 2 research proposals						
6	Assist/helps facilitate training (extension)	Assisted/helped facilitate 2 trainings on coconut						
7	Preparation/printing of certificates	Prepared/printed certificates for the participants of the 2 trainings conducted (45 participants)						
8	Preparation/reproduction of brochures and leaflets	Prepared/reproduced 5 brochures and leaflets						
9	Preparation/encode extension reports and budget	Prepared/encoded 4 extension reports and budget						
10	Assist/encode extension proposal	Assisted/encoded 2 extension proposals						
11	Entertain coconut farmers/clients avails coconut seedlings	Entertained 20 coconut farmers/clients avails coconut seedlings	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
12	Preparation of permit to carry (Coconut seedlings)	Prepared 20 permit to carry out coconut products (Coconut seedlings)	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
13	Efficient and customer friendly frontline service	Efficient and customer friendly frontline services, 100% clients served with no complaints	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
14	Preparation/encode OPCR/IPCR of the center's faculty and staff	Prepared/encoded OPCR and 14 IPCR of NCRC-V office and the center's faculty and staff	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
15	Preparation of Workload, Class Schedule of Center Core Staff	Prepared 6 Workload, PASUC (QCE & NBC 461), Class Schedule of Center Core Staff	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
16	Preparation of Certificate of appearance, log-in/out, trip ticket, ODI, TO, RIS, Payroll, Voucher, DTR, Itinerary of Travel, ORS/BURS, etc.	Prepared 150 documents i.e. Certificate of appearance, log-in/out, trip ticket, ODI, TO, RIS, Payroll, Voucher, DTR, Itinerary of Travel, ORS/BURS, etc.	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
17	Preparation of Project/Study Leaders appointment	Prepared 15 appointments of Project/Study Leaders	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	

18	Preparation/computerize communications, notice of meetings, etc.	Prepared/computerized 80 communications, notice of meetings, etc.	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
19	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 200 various documents such as memorandum and other supporting documents	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
20	Sorting/consolidating of documents	Sorted/consolidated 300 documents for filing	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
21	Filing/binding of documents	Filed/bounded 25 documents	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
22	Office e-mail sent, attachment download and print	Ten (10) office e-mail sent, attachment downloaded and printed	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
23	Receive, download, print and distribute IP messages	Received, downloaded, printed and distributed 785 IP messages	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	
24	Print monthly DTR's (Biometrics) of NCRC staff	Printed 14 monthly DTRs (Biometrics) on NCRC staff	July 1, 2018	December 2018	December 2018	Impressive	Very Satisfactory	

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

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


 MARIA JULIET C. GENIZA
 Center Director

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : **ANTONIO Y. ABAYABAY**
Head of Section : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring Filing of documents	√	√			
Coaching OPCR/IPCR	√	√			

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

Conducted by:

MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2018

Name of Employee: ANTONIO Y. ABAYABAY
Performance Rating: Outstanding

Aim: To enhance his knowledge in VSU's Performance Management System.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: August 1, 2018 Target Date: August 24, 2018

First Step: _____
_____ Enjoin him to attend training relative to Performance Management.


Result: _____
_____ Had attended the PRIME-HRM training last August 24, 2018, and was able to enhance his knowledge on the subject.


Date: September, 2018 Target Date: November, 2018

Next Step: _____

Outcome: _____
_____ Was able to use his knowledge in the making of OPCR / IPCR for CY 2018.

Final Step/Recommendation: _____

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conform:

ANTONIO Y. ABAYABAY