


# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


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

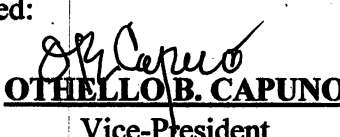
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	<b>25%</b>		
a. Head/Dean (50%)		5.0x50%= 2.56	0.625
b. Students (50%)		4.5x50% = 2.25	0.562
<b>TOTAL for Instruction</b>			<b>1.187</b>
<b>2. Research</b>	<b>50%</b>	<b>5.00</b>	<b>2.500</b>
<b>3. Extension</b>	<b>15%</b>	<b>5.00</b>	<b>0.750</b>
<b>5. Production</b>	<b>10%</b>	<b>5.00</b>	<b>0.500</b>
<b>4. Administration</b>	<b>10%</b>	<b>4.82</b>	<b>0.482</b>
<b>TOTAL</b>	<b>110%</b>		<b>5.419</b>

EQUIVALENT NUMERICAL RATING: 5.419  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 5.419  
ADJECTIVAL RATING: Outstanding

Prepared by:   
FELICIANO G. SINON  
Name of Staff

Reviewed by:   
FELICIANO G. SINON  
Director, NARC

Recommending Approved:   
FELICIANO G. SINON  
Director

Approved:   
OTHELLO B. CAPUNO  
Vice-President

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## 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 **January 1, 2018 to June 30, 2018**

**FELICIANO G. SINON**  
Ratee

Approved:

**ARTHUR IT TAMBONG**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1: Advanced and Higher Education Services</b>		<b>Instruction: At least 25% of the total tasks</b>							
<b>PI1: Full-Time Equivalent (FTE)</b>	Number of course/subjects/sections handled per semester	- Teaches course/subject/section per semester	- 1 course/subject/section per semester	1	5	5	5	5	
<b>PI2: Student advising and consultation services</b>	Number of hours spent to student consultation per semester	- Renders student consultation	- 2 hrs/wk student consultation	3	5	5	5	5	
	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	5	5	5	5	5	
<b>Total Over-all Rating</b>								5	

Ave. Rating (Total Over-all rating divided)		5.0	<b>Comments &amp; Recommendation for Development Purposes:</b> As additional productivity, strive to submit your latest Invention/Utility Model to IPO-PHIL via APPRE-150 by Oct. 2018. -PAE Head
Additional Points:			
Punctuality	-		
Approved Additional points (with copy of approval)	-		
<b>FINAL RATING</b>		5.0	
<b>ADJECTIVAL RATING</b>		OUTSTANDING	

Evaluated and Approved by:  
**FELICIANO G. SINON**  
Unit Head

Recommending Approval:  
**FELICIANO G. SINON**  
Unit Head

Approved by:  
**OTHELLO B. CAPUNO**  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Visca, Baybay City, Leyte, Philippines**

## 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 January **2018** to June **2018**

**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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	5	5	5	5.0	
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 fora/conferences - Conducts/implements research projects/studies	- 2 Research output presented (paper/poster per year) - 2 research project/study per year	2  2	5  5	5  5	5  5	5.0  5.0	

<b>MFO3: Extension Services</b>		<b>Extension: At least 15% of the total tasks</b>						
<b>PI1: Number of Trainings conducted</b>	Number of person-days served/briefed/trained	- Briefs walk in clientels/visitors on abaca and/or conducts on-site consultations	30 persons briefed/served/trained	150	5	5	5	5.0
		- Conducts/implements extension projects/components	- 1 extension project/component per year	1	5	5	5	5.0
<b>Production:</b>		<b>Other Activities: At least 10% of the total tasks</b>						
	Amount in Peso generated	generate income	300,000 pesos	400,000	5	5	5	5.0
	No. of project conducted	conducts IGP project	1 project	1	5	5	5	5.0
	No. of reports submitted	make and submit reports	1 report	1	5	5	5	5.0
<b>Total Over-all Rating</b>								5.0

<b>Ave. Rating</b> (Total Over-all rating divided)			5.0	<b>Comments &amp; Recommendation for Development Purposes:</b>  - None
<b>Additional Points:</b>				
Punctuality	-			
Approved Additional points	-			
(with copy of approval)				
<b>FINAL RATING</b>			5.0	
<b>ADJECTIVAL RATING</b>			OUTSTANDING	

Evaluated and Rated by:

FELICIANO B. SIMON  
Unit Head

Date: \_\_\_\_\_

Recommending Approval:

FELICIANO B. SIMON  
Unit Head

Date: \_\_\_\_\_

Approved by:

OTHELLO B. CAPUNO  
Vice President

Date: \_\_\_\_\_

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

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		82				
Average Score		4.82				

Overall recommendation : OUTSTANDING

  
**OTHELLO B. CAPUNO**  
 VP, Research and Extension

# Exhibit I

## PERFORMANCE MONITORING

Name of Employee: **FELICIANO G. SINON**

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	
MFO1: Advanced and Higher Education Services (FTE and Advising) : Instruction: At least 25% of the total tasks									
1	No. of courses/subjects handled per semester/summer	1	Jan 1, 2018	June 30, 2018	1	Very Impressive	O	As additional productivity , strive to submit your latest invention/Utility Model to IPO-Phil via OVPRE&F SO by Oct. 2018	
2	No. of hours spent on student consultation	2	Jan 1, 2018	June 30, 2018	3	Very Impressive	O		
3	No. of student advisees and/or SRC membership	1	Jan 1, 2018	June 30, 2018	3	Very Impressive	O		
MFO2: Research and Extension Support Services (Research: At least 50% of total tasks)									
4	No. of outputs published in CHED accredited/indexed journals	-	Submitted		1	Very Impressive	O		
5	No. of research outputs presented in international/national/regional and local fora or conference	2	As scheduled		2	Very Impressive	O		
6	No. of research conducted/implemented	2	June 15, 2018	June 30, 2018	2	Very Impressive	O		
MO3: Extension: At least 15% of the total task									
7	No. of person-days served/briefed/trained	30	June 15, 2018	June 30, 2018	150	Very Impressive	O		

8	No. of projects implemented	1	June 15, 2018	June 30, 2018	1	Very Impressive	O	
Production: (at least 10% of total tasks)								
9	Amount generated in Peso	300,000	June 15, 2018	June 30, 2018	400,000	Very Impressive	O	
10	No. of project conducted (IGP)	1	June 15, 2018	June 30, 2018	1	Very Impressive	O	
11	No. of reports submitted	1	Jan. 1, 2018	June 25, 2018	1	Very Impressive	O	

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

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

Prepared by:

*Othello B. Caruno*  
**OTHELLO B. CARUNO**  
 Direct Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELICIANO G. SINON**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have effective and efficient office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

- To conduct monthly meetings with the staff
- Develop research programs and projects
- To teach engineering course

Result:

- Well-managed office operations and well-guided staff
- Effective implementations of the center's program
- On-time production go research products and outputs

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

- To conduct other assigned responsibilities of the university.

Outcome: achievement of other university functions

Final Step/Recommendation:

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head