



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GELBERTO P. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.50

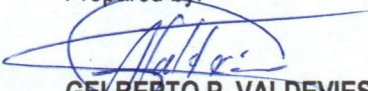
TOTAL NUMERICAL RATING: 4.50

Add: Additional Approved Points, if any
TOTAL NUMERICAL RATING: 4.50

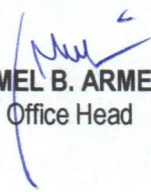
FINAL NUMERICAL RATING 4.50

ADJECTIVAL RATING: Very Satisfactory

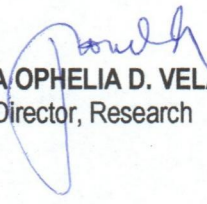
Prepared by:


GELBERTO P. VALDEVIESO
Name of Staff

Reviewed by:


ROMEL B. ARMECIN
Office Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director, Research

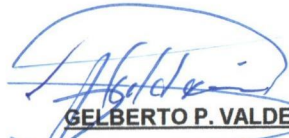
Approved:



MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 2021 to June 2021**.

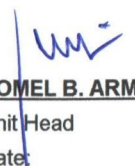

GELBERTO P. VALDEVIESO
 Ratee
 Date:

Approved: 
ROMEL B. ARMECIN
 Unit Head
 Date:

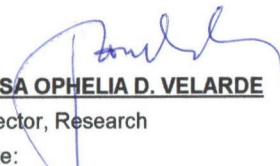
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	20 clients with zero complaints	11 clients with zero complaints					
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	20	10	5	5	5	5.00	
		No. of Eco-FARMI vehicle and farm equipment maintained	Maintains vehicle and farm equipment to keep them functional	6	6	4	4	4	4.00	

		No. of additional assignments for admin/field staff (due to travel and other restrictions resulting from covid 19)								Did some welding works for the rabbit cages.
	Total Over-all Rating								9.0	
	Average Rating								4.5	
	Adjectival Rating								VS	

Evaluated and rated by:


ROMEL B. ARMECHIN
 Unit Head
 Date:

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director, Research
 Date:

Approved by:


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

Comments and Recommendation for Development Purpose:

Participate in training on basic repair & maintenance of farm vehicles & farm machines & equipment.



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: GELBERTO P. VALDEVIESO

Position: Administrative 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		54				

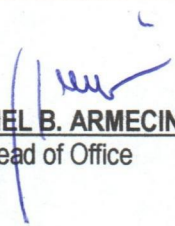
Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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						
Average Score		4.50				

Overall recommendation : _____


ROMEL B. ARMECIN
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2021

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

Name of Employee: **GELBERTO P. VALDEVIESO**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Upkeep maintenance of farm shed house	Jan 12, Mar 16, May 10, 2021					
Preparation of materials for rabbit cages	June 19, 2021					
Coaching Size of cages	June 29, 2020					

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

Conducted by:

ROMEL B. ARMECIN
Immediate Supervisor

Noted by:

ROSA OPHELIA D. VILLARDE
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January - June 2021

Name of Employee : GELBERTO P. VALDEVIESO
Performance Rating : _____

Aim: To learn other skills useful in the conduct of work related activities.

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

Date: January 2021 Target Date: within 1st Quarter 2021

First Step:

Seeks for skills trainings of TESDA especially on basic trouble shooting and repair and maintenance of

Result:

Register in the skills training program.

Date: within 2nd Quarter 2021 Target Date: within 3rd Quarter 2021

Next Step:

Apply learned skills when necessary

Outcome:

Enhanced skills learned.

Final Step/Recommendation:

Use learned skills whenever applicable in any work activities of the institute.

Prepared by:

ROMEL B. ARMECIN
Unit Head

Conforme:

GELBERTO P. VALDEVIESO

Name of Ratee