



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARK ANTHONY CINCO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.944

TOTAL NUMERICAL RATING: **4.944**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.944**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARK ANTHONY CINCO
Name of Staff

Reviewed by:

ROMEL B. ARMECIN
NARC, Director

Recommending Approval:

ROMEL B. ARMECIN
NARC, Director

Approved:

MARIA JULIET C. CENIZA
Vice- President of R, E & I

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARK ANTHONY T. CINCO**, 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 accomplishments in accordance with the indicated measures for the period July 2023 to December 2023.

Recommending Approval: 

MARK ANTHONY T. CINCO

Ratee

Date: 01/08/2024

LUZ O. MORENO

Project/Study Leader

Date: 01/08/2024

ROMEL B. ARMECIN

Head of Unit


Date: 01/08/2024

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	No. of parental materials monitored	Monitoring of flowering	20	25	5	5	5	5	
	No. of crosses performed	Hybridization/Pollination	15	20	5	5	5	5	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	250	400	5	5	5	5	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	200	250	5	5	5	5	
	No. of hybrid seedlings transplanted	Field transplanting	30	31	4	5	5	4.67	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	50	100	5	5	5	5	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	1	5	5	5	4	4.67	
	No. of hybrid progenies harvested	Harvesting and data gathering of	15	52	5	5	5	5	


		matured hybrid progenies							
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MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target		RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
Others:		Serve as resource person on	345						
		hybridization technique of abaca							
Total Over-all Rating									
	Ave. Rating (Total Over-all rating)				Comments & Recommendations for Development Purposes: Very responsible and works well with others. Needs or must be given an opportunity to undergo trainings. Must proceed his MS study.				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	FINAL RATING			4.92					
	ADJECTIVAL RATING			100					

Evaluated and Rated by:


ROMEL B. ARMECHIN
Director
Date: 07/10/2024

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research
Date: 07/18/2024

Approved by:



MARIA JULIET C. CENIZA
Vice President for RE & I
Date: 07/18/2024

Exhibit I

PERFORMANCE MONITORINGName of Employee: **MARK ANTHONY T. CINCO**


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: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of parental materials monitored	20	July 1, 2023	Dec. 31, 2023	25	Very Impressive	O	Very responsible and works well with others. Needs or must be given an opportunity to undergo trainings. Must proceed his MS Study.
2	No. of crosses performed	15	Monthly activity		20	Very Impressive	O	
3	No. of seeds harvested	250	July 1, 2023	Dec. 31, 2023	400	Very Impressive	O	
4	No. of hybrid seedlings maintained	200	July 1, 2023	Dec. 31, 2023	250	Very Impressive	O	
5	No. of selected hybrid seedlings maintained	30	July 1, 2023	Dec. 31, 2023	31	Very Impressive	O	
	No. of hybrid seedlings transplanted	50	July 1, 2023	Dec. 31, 2023	100	Very Impressive	O	
6	No. of promising ABTV resistant hybrids selected	1	July 1, 2023	Dec. 31, 2023	5	Very Impressive	O	
7	No. of hybrid progenies harvested	15	July 1, 2023	Dec. 31, 2023	52	Very Impressive	O	

Others: (at least 10% of total tasks)							
8	Served as resource person on hybridization technique of abaca	345	As assigned				

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

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

Prepared by:


LUZ O. MORENO
 Study leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 to December 31, 2023**

Name of Staff: **MARK ANTHONY CINCO** 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)		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		60				

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		5.0				

Overall recommendation : For renewal


LUZ O. MORENO
 Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARK ANTHONY T. CINCO**
Performance Rating: **OUTSTANDING**

Signature: _____

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

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

First Step:

1. Prepare periodic plan of activities and targets on "development of new high yielding and disease resistant abaca hybrids"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: July 1, 2024 Target Date: December 31, 2024

Next Step:


1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

- Very responsible and works well with others. Needs or must be given an opportunity to undergo training. Must proceed his MS Study.

Prepared by:


LUZ O. MORENO
Project Leader