

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

RECEIVED

04 DEC 2017

Name of Administrative Staff: Francisco M. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	x 70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	x 30%	1.482
TOTAL NUMERICAL RATING			4.933

TOTAL NUMERICAL RATING: **4.933**


Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.933**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

Reviewed by:


FRANCISCO M. VALENZONA
Admin Aide


CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Visayas State University
DEPARTMENT OF DEVELOPMENT COMMUNICATION

COLLEGE OF AGRICULTURE AND FOOD SCIENCE
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRANCISCO M. VALENZONA from the Department of Development Communication, commit to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of January to June, 2017.


FRANCISCO M. VALENZONA
Ratee

Approved:

CHRISTINA A. GABRILLO
DDC Head


	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISH- MENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
OVPI MFO 6: General Administration and Support Services										
6	General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	Utility services	600	1200	5.0	5.0	5.0	5.0	
		Number of academic lecture/laboratory rooms maintained	Daily cleaning/maintenance	3.00	11.00	5.0	5.0	4.0	4.7	

	Area of lawn maintained (sq.m, approx.)	Lawn maintenance		100.00	5.0	5.0	5.0	5.0	5.0	
	Number of faculty rooms cleaned daily	Daily cleaning		7.00	5.0	5.0	5.0	5.0	5.0	
	Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	5.0	100% no complaint
Total Over-all Rating					24.667					
Adjectival Rating					4.933					
					OUTSTANDING					

Average Rating (Total Over-all rating divided		24.67
Additional points:		
Punctuality	Early to start cleaning the offices/CR	0.05
Approved additional points		
FINAL RATING		4.98
ADJECTIVAL RATING		OUTSTANDING

Received by: _____
Planning Officer
Date: _____

Calibrated by: 
REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending Approval: 
BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____

Approved: 
EDGARDO E. TULIN
President
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: Francisco M. Valenzona 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	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	84				
Average Score	4.94				

Overall recommendation : OUTSTANDING



CHRISTINA A. GABRILLO
Head, DDC