



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **MARIO A. VALENZONA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.75 | 70% | 3.325 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.17 | 30% | 1.251 |
| TOTAL NUMERICAL RATING | | | 4.576 |


TOTAL NUMERICAL RATING: **4.576**

Add: Additional Approved points, if any: _____


TOTAL NUMERICAL RATING: **4.576**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIO A. VALENZONA
Name of Staff


Reviewed by:


ROBELYN T. PIAMONTE
NARC, Director

Recommending Approval:


ROBELYN T. PIAMONTE
NARC, Director

Approved:


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

[illegible]


| | | | |
|---|---|--|-------------|
| Ave. Rating (Total Over-all rating divided by 4) | | | 4.75 |
| Additional Points: | | | |
| Punctuality | - | | |
| Approved Additional points (with copy of approval) | - | | |
| FINAL RATING | | | 4.75 |
| ADJECTIVAL RATING | | | OUTSTANDING |

Comments & Recommendations for Development Purposes:
Hardworking. Keep it up.

Evaluated and Rated by:


ROBELYN T. PIAMONTE
 Director
 Date: 29 June 2021

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research
 Date: _____

Approved by:



MARIA JULIET C. CENIZA
 Vice President for RE & I
 Date: June 30, 2021

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARIO A. VALENZONA**

| 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 tissue-cultured plantlets of promising abaca accessions potted and hardened | 150 | Mar. 1, 2021 | Apr. 30, 2021 | 240 | Very Impressive | O | Hardworking. Keep it, |
| 2 | No. of missing hills replanted | 50 | Monthly activity | | 75 | Very Impressive | O | |
| 3 | No. of laborers supervised in all research related activities | 1 | Jan. 1, 2021 | June 30, 2021 | 1 | Very Impressive | O | |
| 4 | No. of reports prepared | 1 | May. 15, 2021 | June. 15, 2021 | 1 | Very Impressive | O | |
| Others: (at least 10% of total tasks) | | | | | | | | |
| 6 | No. of center related activities assisted | 1 | As assigned | | 1 | Very Impressive | O | |
| 7 | No. of center committee membership assignments | 1 | As assigned | | 1 | Very Impressive | O | |
| 8 | Set-up experimental area outside and outside VSU | 1 | As scheduled | | 1 | Very Impressive | O | |

| | | | | | | | |
|----|---|---|--------------|---|-----------------|---|--|
| 10 | No. of laborers supervised in cleaning the VSU campus | 2 | As scheduled | 5 | Very Impressive | O | |
|----|---|---|--------------|---|-----------------|---|--|

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

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

Prepared by:

ROBELYN T. PIAMONTE

Study Leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2021**

Name of Staff: **MARIO A. VALENZONA** Position: **Science Research Aide**

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 | <u>4</u> | 3 | 2 | 1 |
| 2. | Makes self-available to clients even beyond official time | 5 | 4 | <u>3</u> | 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 | <u>4</u> | 3 | 2 | 1 |
| 4. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | 5 | <u>4</u> | 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 | <u>5</u> | 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 | <u>3</u> | 2 | 1 |
| 7. | Keeps accurate records of her work which is easily retrievable when needed. | <u>5</u> | 4 | 3 | 2 | 1 |
| 8. | Suggests new ways to further improve her work and the services of the office to its clients | 5 | <u>4</u> | 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 | <u>5</u> | 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 | <u>5</u> | 4 | 3 | 2 | 1 |
| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 5 | <u>4</u> | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | <u>4</u> | 3 | 2 | 1 |
| Total Score | | 50 | | | | |
| B. Leadership & Management (For supervisors only to be rated by higher | | Scale | | | | |

| | | | | | | |
|---|---|-------|---|---|---|---|
| Total Score | | 50 | | | | |
| 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 | | 4.17 | | | | |

Overall recommendation : VERY SATISFACTORY

ROBELYN T. PIAMONTE
Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO A. VALENZONA**
Performance Rating: **OUTSTANDING**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: June 30, 2021

First Step:

1. Prepare periodic plan of activities and targets on "Field evaluation of promising abaca accessions and 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, 2021 Target Date: December 31, 2021

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:

Responsible and delivers his tasks effectively. Keep it up!

Prepared by:


ROBELYN T. PIAMONTE
Project Leader