

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.23	70%	2.961
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.275
<b>TOTAL NUMERICAL RATING</b>			<b>4.236</b>

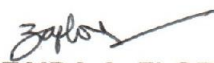
TOTAL NUMERICAL RATING: **4.236**

Add: Additional Approved points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.236**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

  
**MARIA ZAIDA A. FLORES**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
Department/Office Head

Recommending Approval:

  
**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, **MARIA ZAIDA A. FLORES**, *Administrative Aide III* 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 **July 2019- December 2019**

  
**MARIA ZAIDA A. FLORES**

Ratee

Approved:   
**FELICIANO G. SINON**  
Head of Unit


MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RA TIN				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO5: Research &amp; Extension Admin. &amp; Support Services</b>									
Preparation of:	Number of Trip Tickets prepared	Trip tickets	15	30	5	4	5	4.67	
	Number of RIS prepared	Requisition Issue Slip (RIS)	15	30	5	5	5	5.00	
	Number of OS/BUS	Obligation/Budget Util. slip	5	15	5	5	4	4.67	
	Number of T.O's prepared	Travel Orders (T.O)	30	70	5	4	5	4.67	
	Number of Itinerary of Travel	Itinerary of Travel (Appendix A)	5	15	5	5	4	4.67	
	Number of Certificates of Travel completed prepared	Certificate of Travel completed w/ & w/o revised itinerary	5	15	5	4	4	4.33	
	Appointment as NARC OIC	Appointment as NARC OIC	5	18	5	5	5	5.00	
	Number of cash advances prepared	Cash advances(Supplies/ materials/pre-travel allowance & per diems)	5	15	5	4	5	4.67	
	Number of liquidations report prepared	Liquidation Report	10	20	5	5	4	4.67	
	Number of Job Request	Job Request	2	6	4	4	5	4.33	
	Number of PR's	Purchase Request	20	35	5	4	4	4.33	
	Number of DV's	Disbursement Vouchers	50	75	5	4	4	4.67	
	Number of VAT Cert.prepared	VAT Certificate upon payment	5	10	4	5	4	4.33	
	Number of IAR's prepared	Inspection & Acceptance Report	30	50	5	4	5	4.67	
	Number of claims / reimbursement prepared	Claims/Reimbursement	50	100	5	5	4	4.67	



	Number of DTRs	Daily Time Record (DTR)/	5	6	3	4	4	3.67
	Number of Application Leave prepared	Application for Leave	6	10	4	4	5	4.33
	Number of PDS prepared/ updated	Personal Data Sheet	2	2	3	5	4	4.00
	Number of Certificate of Emergency purchase/ justification	Certificate of Emergency Purchase/Justification	10	15	4	4	5	4.33
	Number of letters/accomplishment report	documents encoded accomplishment reports study leaders	5	10	4	5	5	4.67
Clearance from office accountability	Number of staff cleared	Staff cleared from accountability	5	20	5	4	4	4.33
Recording of in-coming/out-going documents	Number of documents	Communication/docs logged/ encoded	200	250	5	5	4	4.67
Consolidation/binding of documents files	Number of consolidated/bound files	Consolidated bound files	15	35	5	4	5	4.67
Attendance to meetings	Number of hours	Meetings attended/Facilitated						
Attendance to seminars/trngs. workshop/conferences	Number of days of attendance		2	8	4	5	5	4.67
Treasurer's Report	Number of Financial Report	Financial report center activity	2	5	4	4	5	4.33
Messengerial	Number of documents/ submitted/retrieved	for processeing & follow -up	5	35	5	4	5	4.67
Photocopying/ printing services	Number of copies	Documents photocopied/ printed	70	200	4	5	5	4.67

Committee assignments/special assignment/Evaluation facilitator	Number of actual hours rendered Number of Faculty evaluation facilitated	Committee assignments complied with/ administer teaching evaluation assigned at Dept. of Agriculture VSU	5	8	4	4	5	4.33	
Records all finished products into logbook and issues payment to abaca handicraft weavers	Number of hours	Finished products recorded for NARC /Technomart exhibit & products displayed outside NARC-VSU during agri industrial fair	100	230	5	5	4	4.67	
Clients/customer services Assist in the briefing of center's visitors about exhibit of abaca handicraft products	No. of hours visitors briefed/ entertained Answers phonecalls in-coming calls	Briefed/entertained visitors assisted	100	250	5	4	4	4.33	
Coordinates/facilitates conduct center meetings, seminar, planning workshop		no. of notice of meeting prepared & facilitated	2	10	5	4	5	4.67	
<b>Total Over-all Rating</b>								131.02	

<b>Ave. Rating</b> (Total Over-all rating divided by 4)		4.23
<b>Additional Points:</b>		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

Comments & Recommendation for Development   <p style="text-align: center;">Congratulations! &amp; keep up the good job. </p>
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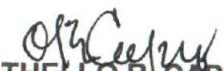
Evaluated & Rated by:

Recommending Approval:

Approved by:

  
FELICIANO G. SINON  
Dept. /Unit Head

  
FELICIANO G. SINON  
Dean/Director

  
OTHELLO B. CAPUNO  
Vice President for Res. & Extension



## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **MARIA ZAIDA A. FLORES**

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
Preparation of:								
1	No. of trip tickets prepared	15	July 1, 2019	Dec. 31, 2019	30	Very Impressive	O	Congratulations! Keep up the good work.
2	No. of RIS prepared	15	July 1, 2019	Dec. 31, 2019	30	Very Impressive	O	
3	No. of OS/BUS	5	July 1, 2019	Dec. 31, 2019	15	Impressive	VS	
4	No. T.Os prepared	30	July 1, 2019	Dec. 31, 2019	70	Very Impressive	O	
5	No. of Itinerary of travel	5	July 1, 2019	Dec. 31, 2019	15	Very Impressive	O	
6	No. of certificates of travel completely prepared	5	July 1, 2019	Dec. 31, 2019	15	Impressive	VS	
7	No. of Appointment as NARC OIC	5	As per request on each month		18	Very Impressive	O	
8	No. of cash advances prepared	5	July 1, 2019	Dec. 31, 2019	15	Very Impressive	O	
9	No. of liquidations report prepared	10	July 1, 2019	Dec. 31, 2019	20	Very Impressive	O	
10	No. of job requests	2	July 1, 2019	Dec. 31, 2019	6	Impressive	VS	

11	No. of PR's	20	July 1, 2019	Dec. 31, 2019	35	Impressive	VS
12	Number of DV's	50	July 1, 2019	Dec. 31, 2019	75	Very Impressive	O
13	No. of VAT cert. prepared	5	July 1, 2019	Dec. 31, 2019	10	Impressive	VS
14	No. of IAR's prepared	30	July 1, 2019	Dec. 31, 2019	50	Very Impressive	O
15	No. of claims/reimbursement prepared	50	July 1, 2019	Dec. 31, 2019	100	Very Impressive	O
16	No. of DTRs/CSR	5	Monthly		6	Impressive	VS
17	No. of application leave prepared	6	As per request		10	Impressive	VS
18	No. of emergency purchase/justification	10	As per request		15	Impressive	VS
19	No. of letters/accomplishment report	5	July 1, 2019	Dec. 31, 2019	10	Very Impressive	O
20	No. of staff cleared from accountability	5	July 1, 2019	Dec. 31, 2019	20	Impressive	VS
21	No. of documents recorded (incoming/outgoing)	200	July 1, 2019	Dec. 31, 2019	250	Very Impressive	O
22	No. of consolidated/bound files documents	15	Every end of each quarter (Sept. and Dec 2019)		35	Very Impressive	O
23	No. of hours/days attended to meetings/seminars/trainings/workshop/conferences	2	As scheduled		8	Very Impressive	O
24	No. of financial report (Treasurer's report made)	2	When needed during monthly meeting		5	Impressive	VS
25	No. of documents submitted/retrieved (messengerial)	5	July 1, 2019	Dec. 31, 2019	35	Very Impressive	O
26	No. of copies photocopied/printed	70	As per request		200	Very Impressive	O
27	No. of faculty	5	As scheduled before semester		8	Impressive	VS

	evaluated/facilitated as assigned		ended					
28	No. of hours performed as other duties Re: Finished products for NARC/Technomart exhibits	100	Every Tuesday and Thursday of the month at NARC and Quarterly at Technomart		230	Very Impressive	O	
29	No. of hours spent to visitors (walked-in and announced) on briefing and answered incoming phone calls	100	July 1, 2019	Dec. 31, 2019	230	Very Impressive	O	
30	No. of notices on center's meetings, seminars, planning, workshops	2	Monthly		10	Very Impressive	O	

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

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

Prepared by:

  
**FELICIANO G. SINON**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**  
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: Dec. 31, 2019

First Step:

- 
- To act as committee chairperson
  - Process office documents
  - Assists entertaining visitor and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

Date: January 1, 2020 Target Date: June. 30, 2020

Next Step:

Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

Good job, although she needs to take care of her physical body, to reduce the number of sick days.

For regularization.

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 to December 31, 2019**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		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	<u>4</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>4</u>	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	5	<u>4</u>	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
<b>Total Score</b>		51.00				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score					
<b>Average Score</b>	<b>4.25</b>				

Overall recommendation : **VERY SATISFACTORY**

  
**FELICIANO G. SINON**  
 Name of Head/ Director