COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIO A. VALENZONA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.71	70%	3.297
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.362
		TOTAL N	UMERICAL RATING	4.659

TOTAL NUMERICAL RATING:

4.66

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.66

ADJECTIVAL RATING:

OUTSTANDING

Prepared by

FELIX L. OCON

Name of Staff

Reviewed by:

FELICIANO G. SINON / Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide 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 2016 to December 2016.

Recommending Approval: LUZ O. MORENO

Approved: FELICIANO G. SINON

Ratee		Project/Study Leader	Head of Unit	***					
MFO & Performance Success Indicators		Task Assigned	Target	Actual Accomplishments	Q ¹	RA	Remarks		
Indicators (PI)						E ²	T ³	A ⁴	
MFO2: Research		Research: At least 90% of total tasks							
Services									
Field Evaluation	Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	500	4	T	4	4.67	The state of the s
	of promising abaca accessions potted	promising abaca accessions					1		
	and hardened for field evaluation in another area					1			Transference de la promisión de la brown, má la palacie, a plante
	Number of missing hills replanted	Replant missing hills	100	200	F	1	4	447	Company of the State of the Sta
	Number of laborers supervised in all	Supervise laborers in all research	2	5	T	1	1	1.00	
	research related activities	related activities			1	1		3	and the second s
	Number of reports prepared	Research report prepared	1	1	4	F	4	4-73	transfer and the second second second second second
		Others: At least 10% of total tasks			-	13	17	7 72	driandriner na spisonii intrativo, shaasbaa shidda
Others:	Number of center related activities assisted	Assist in center related activities (booth	1	2	F	P	-	P	destruction of the large and a second desire, when taken the seasons
		construction, designing and decoration)			13	1-7-	1	1	
	Number of center committee membership	Perform center committee membership	1	3	TF	17	1	7	
	assignments	assignments					-		
	Set-up experimental area in VSU	Prepare area bycleaning and underbrushing,	1	1	1	F	1	4-33	
		Lay-outing and digging of holes			1	3	7	4.79	
					+				
			and an internal or incoming district representation and an incoming a district		+				
			and a second second contraction of the second	The off mentions of the transport is the subsection of the subsect	1	-			
			de en digentative spekere eigen en digentation to beken de en eigen en de production per en discours						agentitions for programming and drops for any anglestical

W)									
	Number of laborers supervised in cleaning the VSU	Supervise laborers in VSU cleaning	2	4	I	IT	T	1	
	campus	as requested by Sir Capuno			Annual State of the State of th				Review Prince Prince prince prince prince prince in the contract of the contra
Total Over-all Rating								33.0	ekan merimpekan melalagi dayan sejalangan mir sekendulayan unjulahyan
And analysis and analysis of the property of t	FINAL RATING				THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS			4.71	
	ADJECTIVAL RATING								OUTSTANDINE
Received by:	Calibrated by:	Recommending Approval:		Approved by:	enterioremente establica (establica esta	d			landaren in produce accession accession has a con-
EDGARDO E. TULIN Planning Office	PMT	OTHELLO B. CAPUNO Vice President			BREAKE	o G.	Tu.i	N /	
Date:	Date:	Date:			Date:		1		

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2016 to Dec 31, 2016

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.

Sca	le Descriptive Rating	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							

Instrates sensitivity to client's needs and makes the latter's experience in cting business with the office fulfilling and rewarding. Its self-available to clients even beyond official time its urgent non-routine reports required by higher offices/agencies such as possible, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within the dime by rendering overtime work even without overtime pay its all assigned tasks as his/her share of the office targets and delivers outputs the prescribed time. In this himself/herself to help attain the targets of his/her office by assisting coveres who fail to perform all assigned tasks	5 5 5 5	4 4	3 3	2	1
its urgent non-routine reports required by higher offices/agencies such as part of DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within the did time by rendering overtime work even without overtime pay at all assigned tasks as his/her share of the office targets and delivers outputs the prescribed time. In himself/herself to help attain the targets of his/her office by assisting covers who fail to perform all assigned tasks	5 s 5	4			1
the prescribed time. The prescribed time is all assigned tasks as his/her share of the office targets and delivers outputs the prescribed time. The prescribed time is all assigned tasks as his/her share of the office targets and delivers outputs the prescribed time. The prescribed time is all assigned tasks of his/her office by assisting co- The prescribed time is a signed tasks.	s 5		3		
the prescribed time. hits himself/herself to help attain the targets of his/her office by assisting co- yees who fail to perform all assigned tasks		4		2	1
yees who fail to perform all assigned tasks	5	0	3	2	1
	1	4	3	2	1
arly reports to work on time, logs in upon arrival, secures pass slip when out on personal matters and logs out upon departure from work.	5	4	3	2	1
accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
ests new ways to further improve her work and the services of the office to its	5	4	3	2	1
ts additional tasks assigned by the head or by higher offices even if the ament is not related to his position but critical towards the attainment of the ons of the university	5	4	3	2	1
zes office hours during lean periods by performing non-routine functions the of which results as a best practice that further increase effectiveness of the or satisfaction of clientele	5	4	3	2	1
ts objective criticisms and opens to suggestions and innovations for vement of his work accomplishment	5	4	3	2	1
	5	14	3	2	1
ts o	atisfaction of clientele objective criticisms and opens to suggestions and innovations for nent of his work accomplishment be trained and developed	atisfaction of clientele objective criticisms and opens to suggestions and innovations for nent of his work accomplishment be trained and developed 5	atisfaction of clientele objective criticisms and opens to suggestions and innovations for nent of his work accomplishment	atisfaction of clientele objective criticisms and opens to suggestions and innovations for nent of his work accomplishment be trained and developed 5 4 3	atisfaction of clientele objective criticisms and opens to suggestions and innovations for nent of his work accomplishment be trained and developed 5 4 3 2

	Leadership & Management (For supervisors only to be rated by higher supervisor)		Ş	Scale	е	
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					

Overall recommendation	

LUZ O. MORENO Project Leader/Study Leader