

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ROLANDO I. ORACION

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.89


TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


ROLANDO I. ORACION
Name of Staff


Reviewed by:


VICTOR B. ASIO
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

REPORT OF THE BOARD OF DIRECTORS
FOR THE YEAR 1914

The Board of Directors of the
Company has the honor to
acknowledge the receipt of the
report of the management for the
year 1914. The report shows
that the management has
conducted the business of the
company in a most efficient
and economical manner, and
has secured a most successful
year for the company.

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Visayas State University
College of Agriculture and Food Science (CAFS)
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ROLANDO I. ORACION**, Adm. Aide I, 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 to December, 2018.


ROLANDO I. ORACION
 Adm. Aide I


VICTOR B. ASIO
 Dean

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Facilitative Services										
	PI 1: Number of college, departments supervised, monitored & coordinated	Facilitates in processing/submission of all signed government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc) and other related forms to appropriate office	150	450	5	5	5	5.00		
		Assists in facilitating signature for the college dean, dept's letter request	10	13	5	5	5	5.00		
		Facilitates submission of dept's letter requests to appropriate body	10	15	5	5	4	4.67		
		Process and submits for signature of Dept's. OPCR's	3	9	5	5	5	5.00		
		Records and submits for siganture of IPCR's	3	9	5	5	5	5.00		
	PI 2: Number of management meetings conducted (dept. & college level)	Cleans the venue for EXECOM meetings	1	3	5	5	5	5.00		

	PI 3: Number of documents received, evaluated, countersigned and facilitated	Records and release signed various documents	150	200	5	5	5	5.00	
	PI 5: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Photocopies and sorts out reproduced copies of Candidate for Graduation for distribution to UAC members	-	-	-	-	-	-	
	P1 9. Number of standard government forms received, attended and countersigned	Records and process for submission all signed government forms from the dept./offices to appropriate offices	250	250	5	5	5	5.00	
	P1 10: Number of student forms (Overload, change of acad. Advisers, shifting forms, etc.) received, attended and countersigned	Facilitates signature of student forms	10	15	5	5	5	5.00	
	PI 11. Number of Student Forms encoded, prepared and reproduced	Assists in the reproduction of student forms	15	15	5	5	5	5.00	
	PI 12. Number of CAFS/University Activities facilitated and assisted	Cleans the venue for CAFS RDE In-house review, EXECOM meeting	1	3	5	5	5	5.00	
		Assists in facilitating CAFS-FAP/OJTs applicants for interview	10	10	5	5	5	5.00	
	P1 13. Number of registration forms and student copy of grades issued	Assists in the releasing of registration forms to BSA students	50	50	5	5	5	5.00	
		Assists in releasing student copy of grades to BSA students only	-	-	-	-	-	-	
	P1 14. Number of assessment issued	Assists in issuing assessment slip to CAFS students	150	492	5	5	5	5.00	
	P1 15. Number of new IDs issued	Facilitates issuance of new IDs to BSA new students	-	-	-	-	-	-	
	P1 Number of rooms/offices cleaned and maintained	Cleans and maintains rooms/offices	2	4	5	4	4	4.33	
	P1 Number of plants maintained	Plants maintain	3	5	5	4	4	4.33	

DATE	DESCRIPTION	AMOUNT	CHECK NO.	BANK	REMARKS
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	PI 16. Number of CAFS and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	Record and submit all CAFS reprots to appropriate offices	1	1	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	w/ minor complaint	0	5	5	5	5.00	
Best practices/new initiatives									
	1. DOST-ASTHRD	Records and process all DOST-ASTHRD documents	5	6	5	5	5	5.00	
		Follow-up all DOST-ASTHRD documents	2	5	5	5	5	5.00	
		Photocopying services	50	50	5	5	5	5.00	
Total Over-all Rating					105	103	102	310.00	
Average Rating					5.00	4.90	4.86	4.92	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.92
Additional Points:	-
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.92
ADJECTIVAL RATING	OUTSTANDING

**COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES**

May attend more trainings & seminars

Evaluated & Rated by:


VICTOR B. ASIO

Unit Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

1. The first part of the report is a description of the project. It includes the title, the objectives, the scope, and the methodology.

2. The second part of the report is a description of the results. It includes the data, the analysis, and the conclusions.

3. The third part of the report is a description of the discussion. It includes the interpretation of the results, the limitations, and the recommendations.

4. The fourth part of the report is a description of the references. It includes the list of sources used in the report.

5. The fifth part of the report is a description of the appendix. It includes the additional information that is not included in the main body of the report.

6. The sixth part of the report is a description of the conclusion. It includes the final thoughts on the project.

7. The seventh part of the report is a description of the bibliography. It includes the list of sources used in the report.

8. The eighth part of the report is a description of the index. It includes the list of topics and their corresponding page numbers.

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July - December 2018**

Name of Staff **ROLANDO I. ORACION** Position: **Adm. Aide I**

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

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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

ON THE

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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					
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					

Overall recommendation : _____


VICTOR B. ASIO
 Name of Head

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON, D. C.

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

1. [Illegible]

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLANDO I. ORACION
Performance Rating: OUTSTANDING

Aim: To improve his performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 31, 2018

First Step: Attended seminars, trainings and workshops related to his functions, that are facilitated by ODAHRD, VSU.

Result: He is efficient and dependable in the performance of his duties and responsibilities in the office. He has also contributed greatly to the achievements of our college.

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____


Final Step/Recommendation:

Recommended for promotion.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


ROLANDO I. ORACION
Name of Ratee Faculty/Staff

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