



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.164
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	30%	1.074
TOTAL NUMERICAL RATING			4.238

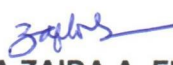
TOTAL NUMERICAL RATING: **4.238**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.238**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


MARIA ZAIDA A. FLORES
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

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 **January 2021 to June 2021**.

MARIA ZAIDA A. FLORES

Ratee

Approved: **ROBELYN T. PIAMONTE**

Director, NARC

Date: _____

Date: _____

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments January- June 2021	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension									
Admin. & Support Services									
Efficient & Customer friendly frontline services	Frontlining	Frontliner Services	no complaint	no complaint	5	5	5	5.00	
Secretariat Work	Prepared, Encoded,Compiled ISO documents	Prepares /Compiles /Facilitates and Submit ISO documents	25	40	5	5	5	5.00	
	Number of Outgoing Communication/Letter Request prepared Number of Job Request Prepared	Prepares Outgoing Communication, Letter Request & etc.	8	8	4	5	5	4.67	
		Prepares Job Request	3	6	4	5	4	4.33	
	Number of Prepares IPCR (Target & Accomplishment CY-2021)	Prepares and Encode printed IPCR Target & Accomplishment CY-2021	1	2	4	5	5	4.67	
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	2	4	3	5	4	4.00	
	Number of standard government forms	Prepares standard government forms:	30	82	5	5	5	5.00	
		RIS Obligation Slip	4 4	8 8					


		Disbursement Voucher	5	10					
		Travel Order	8	16					
		Trip Tickets	3	6					
		Inspection Report	5	10					
		Cash Advances	2	4					
		Liquidation Report	2	4					
		Itinerary of Travel	2	4					
		Application for Leave	4	8					
		Job Request	3	6					
	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff accountability	Records Communication	30	60	5	5	4	4.67	
	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	Prepares encode,printing and handedbills to requesting person/other units	1	2	4	5	4	4.33	
	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	Updates to Facilitate & consolidate	3	6	4	4	5	4.33	
	Number of NARC documents consolidated/filed	Consolidates NARC documents files	30	65	5	5	5	5.0	
	Number of NARC activities such as NARC staff meetings/other activities facilitated	Facilitates NARC/other VSU activities	2	6	5	4	4	4.33	
	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	Update the schedule of activities for participation	2	5	4	5	3	4.0	
	Number of Treasurer's Report prepared	Financial Report center activity	2	4	4	5	4	4.33	


Other Services	Number of Committee Member	Does task assigned as member of the Committee	1	3	3	5	4	4.0	
	dDRC Assignment	Facilitates/Records Coding of ISO documents for submission	20	50	5	5	4	4.67	
Total Over-all Rating								4.0	
Ave. Rating (Total Over-all rating divided by 4)					Comments & Recommendation for Development she tried to do her best in facilitating NARC related docs and activities.				
Additional Points:									
Punctuality	-								
Approved Additional points	-								
(with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING					4.57 Outstanding				

Evaluated & Rated by:

Recommending Approval:

Approved by:


ROBELYN T. PIAMONTE
NARC Director
Date: 24 June 2021


ROSA OPHELIA D. VILARDE
Director for Research
Date: _____



MARIA JULIET C. CENIZA
Vice President OVPREI
Date: June 30, 2021

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	Frontlining	No Complaint	Jan. 1, 2021	Jan. 1, 2021	No Complaint	Very Impressive	O	She tried to do her best in facilitating NARC related activities
2	Prepared, Encoded, Compiled ISO documents	25	Jan. 1, 2021	Jan. 1, 2021	40	Very Impressive	O	
3	Number of Outgoing Communication/Letter Request prepared	8	Jan. 1, 2021	Jan. 1, 2021	8	Very Impressive	O	
4	Number of Job Request Prepared	3	Jan. 1, 2021	Jan. 1, 2021	6	Impressive	VS	
7	Number of Prepares IPCR (Target & Accomplishment CY-2021)	1	Jan.1, 2021	Feb. 28, 2021	2	Very Impressive	O	
8	Numbers of PPMP & PRs prepared/submitted	2	Jan. 1, 2021	June 30, 2021	4	Impressive	VS	
9	No. of standard government forms	30	Jan. 1, 2021	June 30, 2021	82	Very Impressive	O	
10	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff	30	Jan. 1, 2021	June 30, 2021	60	Very Impressive	O	

	accountability						
11	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	1	Jan. 1, 2021	June 30, 2021	2	Impressive	VS
12	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	3	Jan. 1, 2021	June 30, 2021	6	Impressive	VS
13	Number of NARC documents consolidated/filed	30	Jan. 1, 2021	June 30, 2021	65	Very Impressive	O
14	Number of NARC activities such as NARC staff meetings/other activities facilitated	2	Jan. 1, 2021	June 30, 2021	6	Impressive	VS
15	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	2	Jan. 1, 2021	June 30, 2021	5	Impressive	VS
16	Number of Treasurer's Report prepared	2	Monthly		4	Impressive	VS
17	Number of Committee Member incoming phone calls	1	Jan. 1, 2021	June 30, 2021	3	Impressive	VS
18	dDRC Assignment	20	Jan. 1, 2021	June 30, 2021	50	Very Impressive	O

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

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

Prepared by:


ROBELYN T. PIAMONTE
 NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

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

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

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	<u>3</u>	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	5	4	<u>3</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	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	4	<u>3</u>	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	<u>3</u>	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						
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

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		3.58				

Overall recommendation : VERY SATISFACTORY


ROBELYN T. PIAMONTE
 Name of Head/Director

Exhibit L

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

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: July 1, 2021 Target Date: December 31, 2021

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:

She tried to do her best in facilitating NARC related docs and activities.

Prepared by:


ROBELYN T. PIAMONTE
Unit Head