



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2024

Name of Administrative Staff: **LEODEL IGOT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.4166	30%	1.325
TOTAL NUMERICAL RATING			4.475

TOTAL NUMERICAL RATING: 4.475

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.475

FINAL NUMERICAL RATING 4.475

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

LEODEL IGOT
Name of Staff

Reviewed by:

MENCIUS B. LESIDAN
Immediate Supervisor

Noted:

MARISSEL A. LEORNA
Department/Office Head

Recommending Approval:

IVY C. EMNACE
Dean/Director

Approved:

SANTIAGO C. PEÑA, JR.
Vice President for REI



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, LEODEL IGOT, Admin Aide I of the National Coconut Research Center - Visayas, 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 1 to June 30, 2024

LEODEL IGOT

Admin. Aide I

Date: July 5, 2024

MARISEL A. LEORNA

Director, NCRC-V

Date: July 10, 2024

Date: July 10, 2024

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UFMO 6: General Administration and Support Services (GASS)									
8 Administrative and Facilitative Services									
	Efficient office management and maintenance	1. Does fabrication, carpentry, and masonry works for the R&D activities of NCRC-V	4x/week	5x/week	5	5	4	4.67	
		2. Supports the in-charge of the Center's engineering section	3x/week	5x/week	5	4	4	4.33	
		3. Operates chainsaw for cutting & slicing coco lumber for the project and the Center	1x/week	1x/week	4	4	4	4.00	
		4. Drives the hauler jeep inside the campus	2X a week	2X a week	4	4	4	4.00	
		5. Operates other tools and equipment in the engineering section of the Center	2x/week	3X a week	5	5	5	5.00	
		6. Does other activities related to the project and assigned by supervisors	3x/week	5x/week	5	5	5	5.00	

Overall rating							
Average Rating	4.500					27.000	
Additional Points:		Comments and Recommendations for Development Purpose: <i>Attend trainings related to his current work.</i>					
Approved Additional Points (w/ copy of Approval)							
FINAL RATING	4.500						
ADJECTIVAL RATING	OUTSTANDING						

Evaluated by:


 MENCIUS B. LESIDAN
 Supervisor

Date: July 8, 2024

Noted by:


 MARISEL A. LEORNA
 Center Director

Date: July 10, 2024

Approved:


 SANTIAGO A. PEÑA, JR.
 Vice President for Research and Extension

Date: August 7, 2024

PERFORMANCE MONITORING FORM

Name of Employee: LEODEL IGOT

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Does fabrication, carpentry, and masonry works for the R&D activities of NCRC-V	Fabricated equipment & carpentry and masonry works for the R&D activities of NCRC-V	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	
2	Supports the in-charge of the Center's engineering section	Supported the in-charge of the Center's engineering section	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	
3	Operates chainsaw for cutting & slicing coco lumber for the project and the Center	Operated chainsaw for cutting & slicing coco lumber for the project and the Center	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	
4	Drives the hauler jeep inside the campus	Drives the hauler jeep inside the campus	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	
5	Operates other tools and equipment in the engineering section of the Center	Operated other tools and equipment in the engineering section of the Center	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	
6	Does other activities related to the project and assigned by supervisors	Had done other activities related to the project and assigned by	January 2024	June 2024	January to June 2024	Very Satisfactory	Very Satisfactory	

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

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

MBL
MENCIUS B. LESIDAN
 Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2024

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Office: NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Head of Office : **MARISEL A. LEORNA**

Number of Personnel:

Name of Staff: **LEODEL IGOT**

Activity Monitoring		MECHANISM			Remarks	
		Meeting		Memo		Others (Pls. Specify)
		One-on-One	Group			
Monitoring	Carpentry & metal works					
Coaching	Facility maintenance					
		√	√			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MENCIUS LESIDAN

Immediate Supervisor

Noted by:

MARISEL A. LEORNA

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
January to June 2024

Name of Employee: LEODEL IGOT

Performance Rating: _____

Aim: To become an efficient and effective Administrative Aide worker.

Proposed Interventions to Improve Performance:

Date: January 3, 2024 Target Date: January 5, 2024

First Step:

Discussed with the Administrative worker to sort, organize and declutter
tools and equipment in his keeping.

Date: January 8, 2024 Target Date: January 12, 2024

Next Step:


Had him make an inventory of these tools

Outcome: Easily traceable equipment and tools


Final Step/Recommendation:

Attend trainings related to his current work.

Prepared by:


MENCIUS LESIDAN
Immediate Supervisor

Conforme:


LEODEL IGOT
Name of Ratee



VISAYAS
STATE UNIVERSITY

NATIONAL COCONUT RESEARCH CENTER- VISAYAS

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

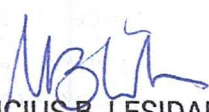
Name of Staff: LEODEL IGOT Position: Admin Aide I

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
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	53 ÷ 12 = 4.416				
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:					


 MENCIOUS B. LESIDAN
 Immediate Supervisor