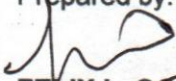# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **ALBERTO F. VALIDA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 9. Numerical Rating per IPCR | 4.94 | 70% | 3.458 |
| 10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.374 |
| TOTAL NUMERICAL RATING | | | 4.832 |

TOTAL NUMERICAL RATING: **4.83**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.83**

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**
President

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:     **ALBERTO F. VALIDA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 9. Numerical Rating per IPCR | 4.94 | 70% | 3.458 |
| 10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.374 |
| TOTAL NUMERICAL RATING | | | 4.832 |

TOTAL NUMERICAL RATING:              **4.83**

Add: Additional Approved points, if any:  _____

TOTAL NUMERICAL RATING:              **4.83**

ADJECTIVAL RATING:                    **OUTSTANDING**

Prepared by:                          Reviewed by:

**FELIX L. OCON**                     **FELICIANO O. SINON**
Name of Staff                         Department/Office Head

Recommending Approval:

**REMBERTO A. PATINDOL**
Chairman, PMT

Approved:

**EDGARDO E. TULIN**
President

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERTO F. VALIDA, Science Research Assistant 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 Jan 2017 to June 2017

**ALBERTO F. VALIDA**
Ratee

Recommending Approval: **LUZ O. MORENO**
Project/Study Leader

**FELICIANO G. SINON**
Head of Unit

| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target | Actual Accomplishments | RATING | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |
| **MFO2: Research** | | | | | | | | | |
| **Services** | | | | | | | | | |
| | No. of parental materials monitored | Monitoring of flowering | 60 | 70  50 | 4 | 5 | 5 | 4.67 | |
| | No. of crosses performed | Hybridization/Pollination | 20 | 25 | 4 | 5 | 5 | 4.67 | |
| | No. of seeds harvested | Harvesting of mature seeds from crosses and sowing in seedboxes | 1250 | 2215 | 5 | 5 | 5 | 5.0 | |
| | No. of hybrid seedlings maintained | Care and maintenance of the hybrid seedlings in seedboxes | 600 600 | 600 600 | 4 | 5 | 5 | 4.67 | |
| | No. of hybrid seedlings transplanted | Field transplanting | 50 150 | 60 | 4 | 5 | 5 | 4.67 | |
| | No. of selected hybrid seedlings maintained | Periodic care and maintenance of hybrid seedlings in the initial clone plot | 60 150 | 150 | 5 | 5 | 5 | 5.0 | |
| | No. of promising ABTV resistant hybrids selected | Monitoring and discarding of ABTV susceptible hybrids | 2 | 11 | 5 | 4.8 | 4.8 | 4.77 | |
| | No. of hybrid progenies harvested | Harvesting and data gathering of matured hybrid progenies | 50 | 62 65 | 5 | 5 | 5 | 5.0 | - |

| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target | Actual Accomplishments | RATING | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| Others: | | Serve as resource person on | 1 | 1 | 3 | 5 | 5 | 4.33 | |
| | | hybridization technique of abaca | | | | | | | |
| | | | | | | | | | |
| Total Over-all Rating | | | | | | | | 4.94 | OUTSTANDING |

Calibrated by:

REMBERTO A. PATINDOL
PMT

Received by:

Date:

te: _____

Recommending Approval:

OTHELLO B. CAPUNO
Vice President

Date: _____

EDGARDO E. TULIN
President

Date: _____

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERTO F. VALIDA, **Science Research Assistant** 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 Jan 2017 to June 2017.

**ALBERTO F. VALIDA**
Ratee

Recommending Approval: **LUZ J. MORENO**
Project/Study Leader

**FELICIANO G. SINON**
Head of Unit

| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target | Actual Accomplishments | RATING | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| **MFO2: Research Services** | | | | | | | | | |
| | No. of parental materials monitored | Monitoring of flowering | 60 | 70 | 4 | 5 | 5 | 4.67 | |
| | No. of crosses performed | Hybridization/Pollination | 20 | 25 | 4 | 5 | 5 | 4.67 | |
| | No. of seeds harvested | Harvesting of mature seeds from crosses and sowing in seedboxes | 1250 | 2215 | 5 | 5 | 5 | 5.00 | |
| | No. of hybrid seedlings maintained | Care and maintenance of the hybrid seedlings in seedboxes | 500 | 600 | 4 | 5 | 5 | 4.67 | |
| | No. of hybrid seedlings transplanted | Field transplanting | 50 | 60 | 4 | 5 | 5 | 4.67 | |
| | No. of selected hybrid seedlings maintained | Periodic care and maintenance of hybrid seedlings in the initial clone plot | 100 | 150 | 5 | 5 | 5 | 5.00 | |
| | No. of promising ABTV resistant hybrids selected | Monitoring and discarding of ABTV susceptible hybrids | 2 | 11 | 5 | 4.8 | 4.8 | 4.77 | |
| | No. of hybrid progenies harvested | Harvesting and data gathering of matured hybrid progenies | 50 | 65 | 5 | 5 | 5 | 5.00 | |

| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target | Actual Accomplishments | RATING | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| Others: | | Serve as resource person on hybridization technique of abaca | 1 | 100% of activities performed | 1 | 3 | 5 | 5 | 4.33 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | 34.51 | |
| FINAL RATING | | | | | | | | | 4.94 | |
| ADJECTIVAL RATING | | | OUTSTANDING | | | | | | | |

REMBERTO A. PATINDOL
PMT

Date: _____

OTHELLO B. CAPUNO
Vice President

Date: _____

EDGARDO E. TULIN
President

Date: _____

tte: _____

# Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **ALBERTO F. VALIDA**    Position: **Science Research Assistant**

**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.**
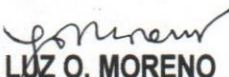
| Scale | Descriptive Rating | Qualitative Description |
|---|---|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | The performance 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** | 57.0 | | | | |

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| 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 | 5 | | | | |
| Average Score | 4.8 | | | | |

Overall recommendation : _OUTSTANDING_

*Moreno*

**LUZ O. MORENO**
Project Leader/Study Leader

4

# Instrument for Performance Effectiveness of RDE Support Staff

**Rating Period: JANUARY 1, 2017 to JUNE 30, 2017**

Name of Staff: **ALBERTO F. VALIDA**    Position: **Science Research Assistant**

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.

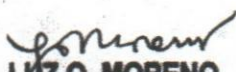| Scale | Descriptive Rating | Qualitative Description |
|---|---|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | The performance 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** | | 55 | | | |

| 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 | | 5X | | | |
| Average Score | | ∅  4.8 | | | |

Overall recommendation    :    OUTSTANDING

*(signature)*
**LUZ O. MORENO**
Project Leader/Study Leader