



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **FELIX L. OCON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.83	70%	3.381
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.881

TOTAL NUMERICAL RATING: **4.900**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.900**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

FELIX L. OCON

Name of Staff

Reviewed by:

FELICIANO G. SINON
NARC, Director

Recommending Approval:

FELICIANO G. SINON
NARC, Director

Approved:


OTHELLO B. CAPUNO
Vice- President of R, E & I

VISAYAS STATE UNIVERSITY


Visca, Baybay City, Leyte, Philippines


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX L. OCON**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** commits to deliver and a to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2020 to June 2020.


FELIX L. OCON
Ratee

Recommending Approval:


LUZ O. MORENO
Project/Study Leader


FELICIANO G. SINON
NARC, Director

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	Number of days for field visit and disease incidence monitoring	Regular field visit of germplasm and nursery areas	30	50	5	5	5	5.00	
	Size (hectares) of experimental area maintained	Maintain germplasm and nursery areas	1	1	3	5	5	4.33	
	Number of accessions collected	Collect abaca accessions							
	Number of tissue cultured abaca accessions potted and hardened	Potting and hardening of tissue cultured abaca accessions							
	Number of accessions planted/replanted in the germplasm area	Plant/replant abaca accessions	10	21	5	5	5.0	5.00	
	Number of accessions harvested and characterized	Harvest and characterize mature abaca accessions							
	Number of hours spent for data encoding	Encode database	150	200	5	5	5	5.00	
	Number of accessions analyzed	Perform diversity analysis of 32 vegetative parameters	40	61	5	5	5	5.00	
	Number of powerpoint presentation prepared	Prepare powerpoint							
	Number of reports submitted	Prepares research report	1	2	5	4	5	4.67	
	Number of posters prepared	Prepares research posters							

Date: _____

Exhibit I

PERFORMANCE MONITORINGName of Employee: **FELIX L. OCON**


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
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of days for field visit and diseased incidence monitoring	30	Weekly visit at scheduled		50	Very Impressive	O	Performs more than what is required of him. Hardworking and delivers quality outputs on time. Recommended for regular position.
2	No. of germplasm areas/size of experimental areas maintained	1	Jan, 2020	June. 30, 2020	1	Impressive	VS	
3	No. of accessions collected							
4	No. of tissue cultured abaca accessions potted and hardened							
5	No. of accessions planted/replanted in the germplasm area	10	Mar. 1, 2002	April 30, 2019	21	Very Impressive	O	
6	No. of accessions harvested and characterized							
7	No. of hours spend for data encoding	150	As soon as data is available		200	Very Impressive	O	
8	No. of accessions analyzed for diversity analysis	40	When data is already available		61	Very Impressive	O	
9	No. of powerpoint presentation prepared		As scheduled					

10	No. of reports prepared	1	Nov. 15, 2019	Dec. 15, 2019	2	Very Impressive	O
11	No. of posters prepared						
Others: (at least 10% of total tasks)							
12	Performed interior decoration for the center	100%	As assigned		100%		
13	No. of center committee membership assignment	3	As assigned		6	Very Impressive	O
14	No. of center-based reports, powerpoint presentation and other documents prepared and submitted	5	As scheduled (Annual report, Mid-year, IPCRs...etc)		31	Very Impressive	O

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

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

Prepared by:


LUZ O MORENO
 Study leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2020

Name of Staff: FELIX L. OCON 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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		55				

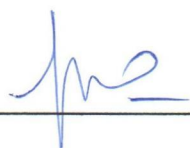
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific 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		55				
Average Score		5.00				
OUTSTANDING						

Overall recommendation : Delivers quality outputs and performs more than his job requirements (e.g. NARC Annual Reports, OPCR, IPCR, IFW, etc). recommended for regular position.


LUZ O. MORENO
 Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX L. OCON**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Prepare periodic plan of activities and targets on "abaca germplasm collection and conservation"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

Performs more than what is required of him. Hardworking and delivers quality outputs on time. Recommended for regular position.

Prepared by:


LUZ O. MORENO
Project Leader