

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
19. Numerical Rating per IPCR	4.67	70%	3.269
20. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.362
<b>TOTAL NUMERICAL RATING</b>			<b>4.631</b>


TOTAL NUMERICAL RATING: **4.600**

Add: Additional Approved points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: **4.600**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**ALBERTO F. VALIDA**  
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**

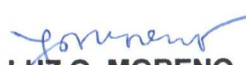
Visca, Baybay City, Leyte, Philippines


**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **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 **January 2020 to June 2020**.

  
**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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO2: Research</b>									
<b>Services</b>									
	No. of parental materials monitored	Monitoring of flowering	40	50	4	5	5	4.67	
	No. of crosses performed	Hybridization/Pollination	15	18	4	5	5	4.67	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	500	2000	5	5	5	5.00	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	400	500	4	5	5	4.67	
	No. of hybrid seedlings transplanted	Field transplanting	60	70	4	5	5	4.67	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	100	140	5	5	5	5.00	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	1	2	5	5	5	5.00	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	30	35	4	5	5	4.67	
<b>Others:</b>		Serve as resource person on hybridization technique of abaca	1	100% of activities performed	3	5	5	4.33	
<b>Total Over-all Rating</b>								42.02	
	<b>Ave. Rating (Total Over-all)</b>				<b>Comments &amp; Recommendations for Development Purposes:</b>				
	<b>Additional Points:</b>								


	Punctuality	-			Very knowledgeable of his job, hardworking and delivers excellent outputs.
	Approved Additional points	-			
	(with copy of approval)				Recommended for regular position.
	FINAL RATING			4.67	
	ADJECTIVAL RATING			OUTSTANDING	

Evaluated and Rated by:

  
**FELICIANO G. SINON**  
 Director


Date: \_\_\_\_\_

Recommending Approval:

  
**FELICIANO G. SINON**  
 Director

Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice-President

Date: \_\_\_\_\_



## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **ALBERT F. VALIDA**


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
<b>MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)</b>								
1	No. of parental materials monitored	40	Jan. 1, 2020	June 30, 2020	50	Very Impressive	O	Very knowledgeable of his job, hardworking and delivers excellent outputs. Recommended for regular position.
2	No. of crosses performed	15	Monthly activity		18	Very Impressive	O	
3	No. of seeds harvested	500	Jan. 1, 2020	June 30, 2020	2000	Very Impressive	O	
4	No. of hybrid seedlings maintained	400	Jan. 1, 2020	June 30, 2020	500	Very Impressive	O	
5	No. of selected hybrid seedlings maintained	60	Jan. 1, 2020	June 30, 2020	70	Very Impressive	O	
	No. of hybrid seedlings transplanted	100	Jan. 1, 2020	June 30, 2020	140	Very Impressive	O	
6	No. of promising ABTV resistant hybrids selected	1	Jan. 1, 2020	June 30, 2020	2	Very Impressive	O	
7	No. of hybrid progenies harvested	30	Jan. 1, 2020	June 30, 2020	35	Very Impressive	O	

Others: (at least 10% of total tasks)							
8	Served as resource person on hybridization technique of abaca	1	As assigned	100%	Impressive	VS	

\* 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: **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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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.	5	<u>4</u>	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	5	<u>4</u>	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	<u>4</u>	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		50				



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		50				
Average Score		4.54				
OUTSTANDING						

Overall recommendation : Very hardworking and delivers excellent outputs.

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALBERT F. VALIDA**  
Performance Rating: **OUTSTANDING**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: Dec. 31, 2019

First Step:

1. Prepare periodic plan of activities and targets on "development of new high yielding and disease resistant abaca hybrids"
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:

Very knowledgeable of his job, hardworking and delivers excellent outputs.  
Recommended for regular position.

Prepared by:

  
**LUZ O. MORENO**  
Project Leader