

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2018

Name of Administrative Staff : **CHITO L. LEONOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.786	70%	3.350
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.450
			4.800

TOTAL NUMERICAL RATING :	4.800
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.800
ADJECTIVAL RATING :	Outstanding


Prepared by:


CHITO L. LEONOR
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Office Head

Recommending Approval:


JOSE L. BAGUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension




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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - TARGET

I, CHITO L. LEONOR, Administrative Aide III 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 July to December, 2018.


CHITO L. LEONOR

Admin Aide III

Date: _____


MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
	In institutional fora/conferences	Assists and help facilitate NCRC-V In-House Review and Workshop (Research & Extension)	1	2	5	5	4	4.67		
UMFO4. Extension Services										
NCRC MFO 1. Extension Activities										
	PI 1. Number of person-days trained weighted by length of training	Helps facilitate training	1	4	5	5	5	5.00		
UMFO 6. General Administration and Support Services (GASS)										
NCRC MFO 1. Administrative and Facilitative Services										
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Entertains visitors and clients	50% no complaint	100% of clients served w/ no complaint	5	5	4.5	4.83		
	PI 9: Additional Outputs									
	Efficient office management and maintenance									
	Driving and Maintenance Services	Conducts/fetches staff of NCRC-V , other offices and visitors to the different places in Luzon, Visayas and Mindanao	50%	100% of staff /visitors conducted safely.	5	4	5	4.67		

		Sees to it that NCRC-V vehicle is available, clean and in good running condition	3 times a week clean	5 times a week checked and maintained	5	4	5	4.67	
		Repairs minor defective parts of NCRC-V's Adventure	1	10	5	5	5	5.00	
	Documentation	Prepares DTR, PDS and other documents	2	10	5	5	4	4.67	
								4.786	
Average Rating		4.786	Comments and Recommendations for Development Purpose: <i>Good job! Please continue on vehicle maintenance & cleanliness of it.</i>						
Punctuality									
Approved Additional Point (w/ copy of Approval)									
FINAL RATING		4.786							
ADJECTIVAL RATING		Outstanding							

Evaluated by:


MARIA JULIET A. CENIZA
Center Head

Approved:


OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July to December 2018

Name of Staff : CHITO L. LEONOR

Designation: Admin Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score	58	12	5		

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

Performs job with dedication & hard work. Needs to improve care & maintenance of work vehicle.


MARIA JULIET C. CENIZA
Immediate Supervisor

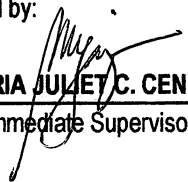
PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

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

Name of Officer : CHITO LEONOR
Head of Section : MARIA JULIET C. CENIZA
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring vehicle repairs					
Coaching Vehicle trip recording					
	√	√			

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

Conducted by:

MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

PERFORMANCE MONITORING FORM

July to December 2018

Name of Employee: **CHITO L. LEONOR**

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.	Assists and helps facilitate NCRC-V In-House Review and Workshop	Assisted and helped facilitate NCRC-V In-House Review and Workshop	September 2018	September 2018	September 2018	Very Impressive	Very Satisfactory	
2.	Assist/helps facilitate training	Assisted/helped facilitate 3 trainings	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
3.	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4	Conducts/fetches staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao	Conducted/fetched staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao (100% staff/visitors conducts safely)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
5.	Sees to it that NCRC-V Adventure is available, clean and in good running condition	Sees to it that NCRC-V Adventure is available, clean and in good running condition (5 times a week checks and maintains)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
6.	Repairs minor defective parts of NCRC-V Adventure	Repaired 3 minor defective parts of NCRC-V Adventure	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
10.	Prepares DTR, PDS and other documents	Prepared 12 DTR, 1 PDS and other documents	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

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

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


 MARIA JULIET C. CENIZA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JULY TO DECEMBER 2018

Name of Employee: CHITO LEONOR
Performance Rating: Outstanding

Aim: To mold the employee into an efficient, effective and outstanding driver.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: JULY 2, 2018 Target Date: AUGUST 2018

First Step:
Enjoin the employee to further enhance his skill on vehicle maintenance and engine repair.

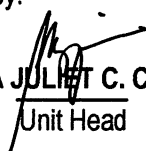
Result:
The employee had updated his vehicle maintenance and engine repair skills.

Date: September, 2018 Target Date: 4th Quarter

Next Step:

Outcome:
The employee's efficiency in dealing with vehicle maintenance and repairs were greatly improved.

Final Step/Recommendation:

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conforme:

CHITO LEONOR