

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: EDWIN V. BAGARINAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.38	70%	3.066
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.416


TOTAL NUMERICAL RATING: 4.416

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

TOTAL NUMERICAL RATING: 4.416

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

  
EDWIN V. BAGARINAO  
Name of Staff


Reviewed by:

  
FELICIANO G. SINON  
Department/Office Head

Recommending Approval:

  
FELICIANO G. SINON  
Director

Approved:

  
OTHELLO B. CAPUNO  
Vice- President



Control No. 054



Ave. Rating (Total Over-all rating)		4.38
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.38
ADJECTIVAL RATING		Very Satisfactory

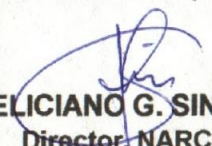
Comments & Recommendation for  
Development Purpose:

He is consistent and focus to his  
goals and targets.

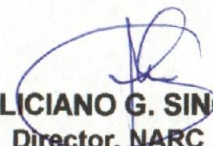
Evaluated & Rated by:

Recommending Approval:

Approved by:

  
FELICIANO G. SINON  
Director, NARC

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

  
FELICIANO G. SINON  
Director, NARC

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

  
OTHELLO B. CAPUNO  
OVPRE

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

## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **EDWIN V. BAGARINAO**

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
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	30	Jul. 1, 2019	Aug. 31, 2019	32	Very Impressive	O	He is consistent and focus to his goals and targets.
2	No. of machining of shaftings	30	Jul. 1, 2019	Aug. 31, 2019	35	Very Impressive	O	
3	No. of threading of shaft for adjuster	30	Jul. 1, 2019	Aug. 31, 2019	31	Impressive	VS	
4	No. of machining and fitting of pulleys	30	Jul. 1, 2019	Aug. 31, 2019	32	Impressive	VS	
5	No. of drilling of holes	20	Sept. 1, 2019	Oct. 31, 2019	25	Impressive	VS	
6	No. of cutting of angle bars	50	Sept. 1, 2019	Oct. 31, 2019	52	Impressive	VS	
7	No. of cutting and folding of GI pipe	50	Sept. 1, 2019	Oct. 31, 2019	51	Impressive	VS	
8.	No. of cutting of steel plate	70	Sept. 1, 2019	Oct. 31, 2019	80	Impressive	VS	

9	No. grinding of parts	15	Sept. 1, 2019	Oct. 31, 2019	16	Very Impressive	O	
10	No. of welding	15	Nov. 1, 2019	Dec. 31, 2019	16	Impressive	VS	
11	No. of assembling of parts	30	Nov. 1, 2019	Dec. 31, 2019	31	Impressive	VS	
12	No. of painting	30	Nov. 1, 2019	Dec. 31, 2019	31	Impressive	VS	
13	No. of machine testing	5	Nov. 1, 2019	Dec. 31, 2019	6	Very Impressive	O	

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

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

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**

Signature: 

Performance Rating: **VERY SATISFACTORY**

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

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

First Step:

- 
- Cutting of shafting, angle bars and flat bars
  - Machining of bushings, shaftings, and steel plate
  - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

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

Next Step:

- Assist project leader in machine testing and operation.

Outcome: comprehensive data on machine evaluation

Final Step/Recommendation:

New machine technology developed and evaluated.

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 to December 31, 2019**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **ADMIN AIDE 1**

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
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	<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	<u>4</u>	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	5	<u>4</u>	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.	5	<u>4</u>	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	5	<u>4</u>	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1	
12. Willing to be trained and developed	<u>5</u>	4	3	2	1	
<b>Total Score</b>	<b>54.00</b>					



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	<b>Scale</b>				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score					
Average Score	4.50				

Overall recommendation : OUTSTANDING

  
**FELICIANO G. SINON**  
 Name of Head/Director