COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

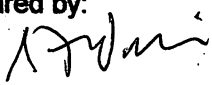| Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.150
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
		TOTAL NUMERICAL RATING	4.575

TOTAL NUMERICAL RATING: **4.575**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.575**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ALBERTO F. VALIDA
Name of Staff

Reviewed by:

FELICIANO G. SINON
Department/Office Head

Recommending Approval:

FELICIANO G. SINON
Director

Approved:

OTHELLO B. CAPUNO
Vice- 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 **July 2018** to December 2018.

ALBERTO F. VALIDA	Recommending Approval: **LUZ O. MORENO**	**FELICIANO G. SINON**
Ratee	Project/Study Leader	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	60	3	5	5	4.33	
	No. of crosses performed	Hybridization/Pollination	20	22	3	5	5	4.33	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	1250	1300	3	5	5	4.33	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	600	600	3	5	5	4.33	
	No. of hybrid seedlings transplanted	Field transplanting	150	150	3	5	5	4.33	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	150	150	3				
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	2	4	5	5	5	5.00	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	50	55	3	5	5	4.33	

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	100%		5	5	5	5	
		hybridization technique of abaca								
Total Over-all Rating									35.98	

Average Rating (Total Over-all rating devided by 4)				4.498	Comments & Recommendations for
Additional Points:					Development Purposes:
Approved Additrional points (with copy of approval)					He should be allowed and encouraged to
FINAL RATING				4.50	attend trainings and scientific conferences
ADJECTIVAL RATING				OUTSTANDING	

Evaluated and Rated by:

FELICIANO G. SINON
Director
Date: 2/5/19

Recommending Approval:

FELICIANO G. SINON
Director
Date: 2/5/19

Approved by:

OTHELLO B. CAPUNO
Vise-President
Date: _____

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: __July 1__ to __Dec 31, 2018__
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				

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					
Average Score	4.7(				

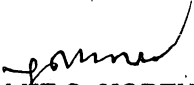Overall recommendation : OUTSTANDING

LUZ O. MORENO
Project Leader/Study Leader

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Exhibit I

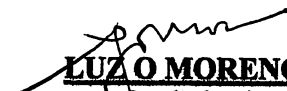# PERFORMANCE MONITORING

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/ Recommen-dation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of parental materials monitored	60	July 1, 2018	Dec. 31, 2018	60	Impressive	VS	He should be allowed and encouraged to attend trainings and scientific
2	No. of crosses performed	20	Monthly activity		22	Impressive	VS	
3	No. of seeds harvested	1250	July 1, 2018	Dec. 31, 2018	1300	Impressive	VS	
4	No. of hybrid seedlings maintained	600	July 1, 2018	Dec. 31, 2018	600	Impressive	VS	
5	No. of selected hybrid seedlings maintained	150	July 1, 2018	Dec. 31, 2018	150	Impressive	VS	
	No. of hybrid seedlings transplanted	150	July 1, 2018	Dec. 31, 2018	150	Impressive	VS	
6	No. of promising ABTV resistant hybrids selected	2	July 1, 2018	Dec. 31, 2018	4	Very Impressive	O	
7	No. of hybrid progenies harvested	50	July 1, 2018	Dec. 31, 2018	55	Impressive	VS	

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALBERT F. VALIDA**   Signature: _____

Performance Rating: **OUTSTANDING**

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

Proposed Interventions to Improve Performance:

Date: <u>July 1, 2018</u>   Target Date: <u>Dec. 31, 2018</u>

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: <u>Jan. 1, 2019</u>   Target Date: <u>June 30, 2019</u>

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:

For Promotion.

Prepared by:

LUZ O. MORENO
Project Leader