

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **MARIO A. VALENZONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.741

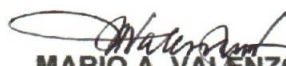
TOTAL NUMERICAL RATING: **4.741**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.741**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIO A. VALENZONA
Name of Staff


Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


FELICIANO G. SINON
Director

Approved:


OTHELLO B. CAPUNO
Vice- President

[illegible]

	Number of laborers supervised in cleaning the VSU campus	Supervise laborers in VSU cleaning as requested by Sir Capuno	2	8	5	5	5	5		
Total Over-all Rating									93.67	
	Average Rating (Total Over-all rating divided by 4)				Comments & Recommendations for Development Purposes: Hardworking, versatile and output oriented. Keep up the good work.					
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING			4.81						
	ADJECTIVAL RATING	OUTSTANDING								

Evaluated and Rated by:


FELICIANO G. SINON
Director
Date: _____

Recommending Approval:


FELICIANO G. SINON
Director
Date: _____

Approved by:

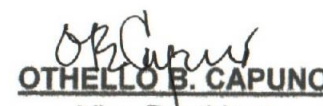

OTHELLO B. CAPUNO
Vice-President
Date: _____

Exhibit I

PERFORMANCE MONITORINGName of Employee: **MARIO A. VALENZONA**

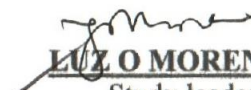
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of tissue-cultured plantlets of promising abaca accessions potted and hardened	350	Jan. 1, 2019	April 30, 2018	500	Very Impressive	O	Hardworking, versatile and output oriented. Keep up the good work.
2	No. of missing hills replanted	100	Monthly activity		100	Impressive	VS	
3	No. of laborers supervised in all research related activities	2	Jan. 1, 2019	June 30, 2019	5	Very Impressive	O	
4	Survey area for new field evaluation set-up	1	June. 1, 2019	June 15, 2019	1.5	Very Impressive	O	
5	No. of reports prepared	1	June 15, 2019	June 30, 2019	1			
Others: (at least 10% of total tasks)								
5	No. of center related activities assisted	1	As assigned		2	Very Impressive	O	
6	No. of center committee membership assignments	1	As assigned		3	Very Impressive	O	

8	No. of laborers supervised in cleaning the VSU campus	15	As scheduled	25	Very Impressive	O	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


LUZ O MORENO
 Study leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO A. VALENZONA**
Performance Rating: **OUTSTANDING**

Signature: _____



Aim: Efficient and effective implementation of research activities.

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2019 Target Date: June 30, 2019

First Step:

1. Prepare periodic plan of activities and targets on "Field evaluation of promising abaca accessions and 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, 2019 Target Date: Dec. 31, 2019

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:

Hardworking, versatile and output oriented. Keep up the good work.
For Promotion.

Prepared by:


LUZ O. MORENO
Project Leader

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2019 to JUNE 30, 2019

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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.

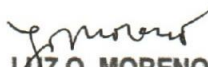
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		55.4				

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	4.58				

Overall recommendation :

OUTSTANDING


LUZ O. MORENO
 Project Leader/Study Leader