#### 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 N	UMERICAL RATING	4.741

TOTAL NUMERICAL RATING:

4.741

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.741

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

Department/Office Head

of Staff

Name of Staff

Recommending Approval:

Approved:

Vice- President

## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

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

I, MARIC A. VALENZONA, Science Research Aide of the National Abaca Research Center-Visayas State University commits to deliver and agree

to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period Jan 2019 to June 2019.

MARIO A. VALENZONA

Recommending Approval: LUZ O. MOREN

Approved: FELICIANO G. SINON

Ratee

Project/Study Leader

Head of Unit

	Project/Study Leader	Head of Unit	nit							
Success Indicators	Success Indicators Task Assigned Targ		Actual Accomplishments	01		Application of the control of the co	Action approximation of presenting	Remarks		
	Research: At least 90% of total tasks			- 48	-					
				And the Person Name of Street,	-					
Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	500	1	4	5	4.67	WWW. Committee or Committee out down		
of promising abaca accessions potted	promising abaca accessions				<u> </u>			ar ye di ti 1 Min ng tanan di 1800 militar ala di lan da andro api dan da alabahan ka		
and hardened for field evaluation in another area					-					
Number of missing hills replanted	Replant missing hills	100	160	4	5	4	4.33			
Number of laborers supervised in all	Supervise laborers in all research	2	5							
research related activities	related activities	ng finang magana magana magana kawan da ada katan da ana yan kanan ya katan na ya katan na ya katan na ya katan			-	Printerio de conscionario				
Survey area for new field evaluation set-up	Field evaluation trial (hectare)	1	1.5	4	5	5	4.67			
Number of reports prepared	Research report prepared	1	1	COLUMN TO SERVICE SERV				randomerapeasey have enjoying abject danks observe one		
						-				
Number of center related activities assisted	Assist in center related activities (booth	1	2	5	5	3	5			
	construction, designing and decoration)									
Number of center committee membership		1	3	1	T	7	5	ny de National and Andrews de Language Company of the State of the Sta		
assignments	assignments		And all the state of the state							
				Tertificate and the state of th			-			
Supervised laborers during university wide	Supervised laborers	15	25	1	7	T		with the second distriction and the second distr		
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	Number of tissue-cultured plantlets of promising abaca accessions potted and hardened for field evaluation in another area Number of missing hills replanted Number of laborers supervised in all research related activities Survey area for new field evaluation set-up Number of reports prepared  Number of center related activities assisted  Number of center committee membership assignments  Supervised laborers during university wide	Success Indicators  Research: At least 90% of total tasks  Number of tissue-cultured plantlets Of promising abaca accessions potted and hardened plantlets of promising abaca accessions and hardened for field evaluation in another area  Number of missing hills replanted Number of laborers supervised in all Supervise laborers in all research research related activities  Survey area for new field evaluation set-up Number of reports prepared  Others: At least 10% of total tasks  Number of center related activities assisted  Assist in center related activities (booth construction, designing and decoration)  Number of center committee membership assignments  Supervised laborers  Supervised laborers  Supervised laborers	Success Indicators  Research: At least 90% of total tasks  Number of tissue-cultured plantlets Potted and hardened plantlets of 350 of promising abaca accessions potted and hardened for field evaluation in another area Number of missing hills replanted Replant missing hills Number of laborers supervised in all Supervise laborers in all research 2 research related activities Field evaluation trial (hectare) 1 Number of reports prepared Research report prepared 1  Others: At least 10% of total tasks Number of center related activities assisted Assist in center related activities (booth 1 construction, designing and decoration) Number of center committee membership assignments  Supervised laborers during university wide Supervised laborers  15	Success Indicators  Task Assigned  Research: At least 90% of total tasks  Number of tissue-cultured plantlets Potted and hardened plantlets of of promising abaca accessions potted promising abaca accessions potted and hardened plantlets of of missing hills replanted Replant missing hills Research related activities Research report prepared Replant missing hills Replant missi	Success Indicators  Task Assigned  Research: At least 90% of total tasks  Number of tissue-cultured plantlets of promising abaca accessions potted and hardened for field evaluation in another area Number of missing hills replanted Replant missing hills Number of laborers supervised in all Supervise laborers in all research Survey area for new field evaluation set-up Number of reports prepared Research report prepared Others: At least 10% of total tasks Number of center related activities assisted Assist in center related activities (booth Construction, designing and decoration) Number of center committee membership assignments  Supervised laborers during university wide Supervised laborers  Target Accomplishments  Q1  Accomplishments  Accomplishers  Accomplishers	Success Indicators  Task Assigned  Research: At least 90% of total tasks  Number of tissue-cultured plantlets Potted and hardened plantlets of 350 500 500 500 500 500 500 500 500 500	Success Indicators  Task Assigned  Research: At least 90% of total tasks  Number of tissue-cultured plantlets  Potted and hardened plantlets of 350 500 500 5 4 5  of promising abaca accessions potted promising abaca accessions and hardened for field evaluation in another area  Number of field evaluation in another area  Number of laborers supervised in all Supervise laborers in all research 2 5  Survey area for new field evaluation set-up Field evaluation trial (hectare) 1 1.5 4 5  Number of reports prepared Research report prepared 1 1 1  Others: At least 10% of total tasks  Number of center related activities assisted Assist in center related activities (booth 1 2 5 5 5 5 6 7 7 7 8 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Success Indicators  Task Assigned  Research: At least 90% of total tasks  Number of tissue-cultured plantlets Potted and hardened plantlets of 350 500 500 5 4 5 4 6 7 7 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9		

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	Number of laborers supervised in cleaning the VSU	Supervise laborers in VSU cleaning	2	8	15	5	5	5			
	campus	as requested by Sir Capuno									
Total Over-all Rating				en man fre elitarioù sent egib man en ero en spissing sillen espesylot en elevany d'Angany d'Angany par	The state of the s	1	-		33.67	- mineral or Charles Angles (Clares	
	Average Rating (Total Over-all rating devided by 4)			"Martin Dalaman They have him bill and published a polytopic and the discount in specify and	Comments & Recommendation				ions for		
	Additional Points:		n de de service de la company de la comp								
	Approved Additrional points (with copy of approval)				Development Purposes:  He from white frontes to  the great work.				ker		
	FINAL RATING			4.81					. 1-1		
	ADJECTIVAL RATING GURATING		the state of the s	the	2 0	has	wn	k.			
			1	malangeri mengalangam-uros seriak di dangan binakan pengalang di dangan binas yang se	1	X					

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FELICIANO G.	SINON
LEIOIRIO G.	SHADIA /

Evaluated and Rated by:

Date:

Recommending Approval:

Date:

Approved by:

# PERFORMANCE MONITORING

Name 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/ Recommen- dation
MFO	1: Research and Extension Support Ser	vices (Resea	rch: 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	0	Hardworkin g, versatile and output
2	No. of missing hills replanted	100	Mont	hly activity	100	Impressive	VS	oriented. Keep up the
3	No. of laborers supervised in all research related activities	2	Jan. 1, 2019	June 30, 2019	5	Very Impressive	О	good work.
4	Survey area for new field evaluation set-up	1	June. 1, 2019	June 15, 2019	1.5	Very Impressive	0	
5	No. of reports prepared	1	June 15, 2019	June 30, 2019	1			
Other	s: (at least 10% of total tasks)	adkaming nathanin mata-nga dang-ang-anin-an-ang-ang-ang-anin-Anin-an-an-an						
5	No. of center related activities assisted	1	As	assigned	2	Very Impressive	О	
6	No. of center committee membership assignments	1	As assigned		3	Very Impressive	0	

8	No. of laborers	supervised	in	15	As scheduled	25	Very	0	
	cleaning the VSU c	ampus					Impressive		

\* Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Study leader

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIO A. VALENZONA Performance Rating: OUTSTANDING  Signature: Walley
Aim: Efficient and effective implementation of research activities.
Proposed Interventions to Improve Performance:
Date: <u>Jan. 1, 2019</u> Target Date: <u>June 30, 2019</u>
First Step:
<ol> <li>Prepare periodic plan of activities and targets on "Field evaluation of promising abaca accessions and hybrids"</li> <li>Implement plan of activities based on timeline and targets.</li> <li>Regular updates and evaluation of activities</li> </ol>
Result:
1. Objectives of research attained by target date and expected outputs.
Date: <u>July 1, 2019</u> Target Date: <u>Dec. 31, 2019</u>
<ol> <li>Next Step:         <ol> <li>Prepare required reports and data as requested or requested by higher authorities.</li> <li>Assist in implementing other research-related activities in the center/university.</li> </ol> </li> <li>Outcome: Efficient and effective research implementation.</li> </ol>
Final Step/Recommendation:
Hardworking, versatile and output oriented. Keep up the good work.  For Promotion.

Prepared by:

# 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	<b>Descriptive Rating</b>	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)		(	Scal	е	
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	3	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score					4	

	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	7	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		1	58			

Overall recommendation

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LOZ O. MORENO
Project Leader/Study Leader