

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **ROLANDO I. ORACION**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	4.92 x 70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.751x 30%	1.425
TOTAL NUMERICAL RATING			4.869

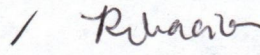
TOTAL NUMERICAL RATING: **4.869**

Add: Additional Approved Points, if any:

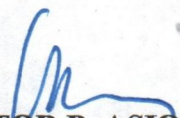
TOTAL NUMERICAL RATING: **4.869**

ADJECTIVAL RATING: **OUTSTANDING**

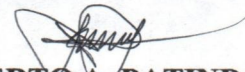
Prepared by:


ROLANDO I. ORACION
Name of Staff

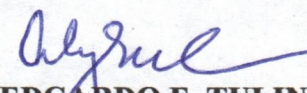
Reviewed by:


VICTOR B. ASIO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDO
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Visayas State University
College of Agriculture and Food Science (CAFS)
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ROLANDO I. ORACION**, Adm. Aide I, 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, 2016.

R. Oracion
ROLANDO I. ORACION
 Adm. Aide I

V. B. Asio
VICTOR B. ASIO
 Dean

Date: _____

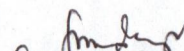
MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Facilitative Services										
	PI 1: Number of college, departments supervised, monitored & coordinated	Submits/facilitates sign CSR and leave applications of faculty to appropriate body	6	20	5	5	5	5.00		
		Facilitates submission of dept's requests to appropriate body	5	40	5	5	5	5.00		
		Submits approved TOs of dept. and faculty to appropriate body	11	20	5	5	5	5.00		
		Records and submits signed Dept's. OPCR's	4	6	5	5	5	5.00		
		Assists in checking and countersigns and submits for signature of IPCRs	5	9	5	5	5	5.00		
	PI 2: Number of management meetings conducted (dept. & college level)	Cleans the venue for EXECOM and other meetings	4	4	5	5	5	5.00		
		Distributes reproduced minutes of the meetings to the EXECOM members	4	4	5	5	5	5.00		

	PI 3: Number of documents evaluated and approved	Records and released documents to appropriate body	285	500	5	4.5	4.5	4.67	
		Facilitates for submission for signature and approval	49	55	5	5	5	5.00	
	PI 4: Number of university committees/ boards/council chaired & coordinated	Cleans the venue for the meetings		2	5	5	5	5.00	Other related CAFS meeting conducted at CAFS conference room
	PI 5: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	distributes copies of candidates for graduation UAC members	56	-				0.00	First Semester candidates for graduation
	P1 9. Number of standard government forms (PR, Vouchers, clearances for students & staff signed	Assists in facilitating documents for signature	40	150	5	5	5	5.00	
	P1 10: Number of student forms (Overload, change of acad. Advisers, shifting forms) signed	Facilitates releasing of signed student forms	63	95	5	5	5	5.00	
	P1 11. Number of CAFS-FAP applicants and OJT applicants for Israel, interviews and endorsed to Scholarship Committee	Cleans and prepare venue for interview and screening of applicants	2	2	5	5	5	5.00	
	P1 12. Number of NBC documents evaluated (local eval. Committee)	Records and submits signed evaluated NBC documents to appropriate body	5	9	5	5	5	5.00	
	P1 13. Number of registration forms issued	Assists in releasing of registration forms to BSA students	60	90	5	5	5	5.00	Summer 2016 A
		Assist in releasing of student copy of grades for BSA students	65	-				0.00	2nd Semester 2015-2016
	P1 Number of assessment issued	Assists in issuance of assessment slip to CAFS students	70	105	5	5	5	5.00	2nd Sem. Final
	P1 Number of new IDs issued	Assists in issuance of new IDs to BSA new students	10	-				0.00	Irregular students
	P1 Number of student forms issued	Assists in issuance of student forms to CAFS students	15	40	5	5	5	5.00	
	P1 Number of rooms/offices cleaned and maintained	Cleans and maintains rooms/offices	5	6	5	4.5	4.5	4.67	

	P1 Number of plants maintained	Plants maintain	8	8	4.5	4.5	4.5	4.50	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	No complaint	5.0	5.0	5.0	5.00	
Best practices/new initiatives									
	CHED-NAFES	Process PRs and followed-up	-	6	4.5	4.5	4.5	4.50	
	Other CAFS services rendered	Photocopying services		1500	5	5	5	5.00	
Total Over-all Rating								108.34	
Average Rating								4.92	
Adjectival Rating									


Average Rating (Total Over-all rating divided by 4)	4.92	
Additional Points:	-	
Punctuality	xx	
Approved Additional points (with copy of approval)	xx	
FINAL RATING	4.92	
ADJECTIVAL RATING	OUTSTANDING	

Received by:


PRPEO Office

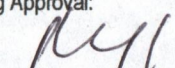
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

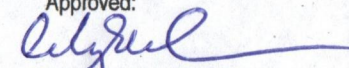
Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2016

Name of Staff: ROLANDO I. ORACION Position: Adm. Aide I

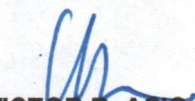
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
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					

Overall recommendation : _____


VICTOR B. ASIO
 Name of Head