



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARIA ZAIDA A. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.99	70%	3.493
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.918</b>

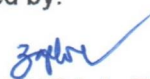
TOTAL NUMERICAL RATING: **4.918**

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

TOTAL NUMERICAL RATING: **4.918**

ADJECTIVAL RATING: **OUTSTANDING**

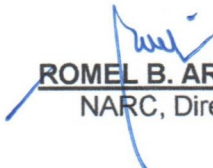
Prepared by:

  
**MARIA ZAIDA A. FLORES**  
Name of Staff

Reviewed by:

  
**ROMEL B. ARMECIN**  
NARC, Director

Recommending Approval:

  
**ROMEL B. ARMECIN**  
NARC, Director

Approved:

  
**MARIA JULIET C. CENIZA**  
Vice-President of R, E & I  
1/19/23

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ZAIDA A. FLORES**, *Administrative Aide III* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July 2022 to December 2022**.

**MARIA ZAIDA A. FLORES**

Ratee

Approved: **ROMEL B. ARMECIN**

Director, NARC

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO5: Research &amp; Extension</b>									
<b>Admin. &amp; Support Services</b>									
<b>Efficient &amp; Customer friendly frontline services</b>	Frontlining	Frontliner Services	no complaint						
<b>Secretariat Work</b>	Prepared, Encoded, Compiled ISO documents	Prepares /Compiles /Facilitates and Submit ISO documents	12	30	5	5	5	5	
	Number of Outgoing Communication/Letter Request prepared	Prepares Outgoing Communication, Letter Request & etc.	4	6	5	5	5	5	
	Number of Job Request Prepared	Prepares Job Request	2	5	5	5	5	5	
	Number of Prepares IPCR (Target & Accomplishment CY-2021)	Prepares and Encode printed IPCR Target & Accomplishment CY-2021	1	2	5	5	5	5	
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	1	1	4.5	5	5	4.5	
	Number of standard government forms	Prepares standard government forms:	15	30	5	5	5	5	
		RIS	2	5	5	5	5	5	
		Obligation Slip	2	5	5	5	5	5	

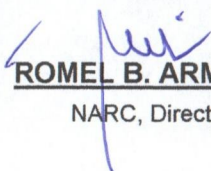
		Disbursement Voucher	3	8	✓	✓	✓	✓	
		Travel Order	4	20	✓	✓	✓	✓	
		Trip Tickets	2	8	✓	✓	✓	✓	
		Inspection Report	2	8	✓	✓	✓	✓	
		Cash Advances	1	4	✓	✓	✓	✓	
		Liquidation Report	1	5	✓	✓	✓	✓	
		Itinerary of Travel	1	6	✓	✓	✓	✓	
		Application for Leave	2	8	✓	✓	✓	✓	
		Job Request	2	8	✓	✓	✓	✓	
	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff accountability	Records Communication	15	50	✓	✓	✓	✓	
	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	Prepares encode,printing and handedbills to requesting person/other units	1	3	✓	✓	✓	✓	
	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	Updates to Facilitate & consolidate	1	3	✓	✓	✓	✓	
	Number of NARC documents consolidated/filed	Consolidates NARC documents files	2	6	✓	✓	✓	✓	
	Number of NARC activities such as NARC staff meetings/other activities facilitated	Facilitates NARC/other VSU extension activities	1	5	✓	✓	✓	✓	
	Number of Attendance to Meetings/Trainings/Worksh op/Conferences & thru Virtual Webinar	Update the schedule of activities for participation	1	5	✓	✓	✓	✓	

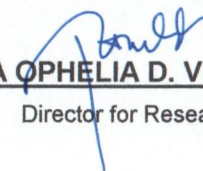
	Number of Treasurer's Report prepared	Financial Report center activity	1	5	5	5	5	5	
Other Services	Number of Committee Member	Does task assigned as member of the Committee	1	3	5	5	5	5	
	adDRC Assignment	Facilitates/Records Coding of ISO documents for submission	10	30	5	5	5	5	
<b>Total Over-all Rating</b>								124.80	
Ave. Rating (Total Over-all rating divided by 4)			Comments & Recommendation for Development  Needs more training on database and management using computers						
Additional Points:									
Punctuality		-							
Approved Additional points		-							
(with copy of approval)									
<b>FINAL RATING</b>									
<b>ADJECTIVAL RATING</b>		4.99 OUTSTANDING							

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**ROMEL B. ARMECIN**  
NARC, Director

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

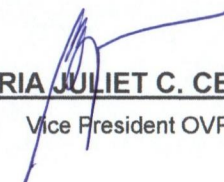
  
**MARIA JULIET C. CENIZA**  
Vice President OVPREI

Exhibit I

**PERFORMANCE MONITORING**

Name of Employee: **MARIA ZAIDA A. FLORES**

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
Preparation of:								
1	Frontlining	No Complaint	July 1, 2022	July 31, 2022				Needs more training on database and management using computers
2	Prepared, Encoded, Compiled ISO documents	25	July 1, 2022	July 31, 2022	30	Very Impressive	O	
3	Number of Outgoing Communication/Letter Request prepared	4	July 1, 2022	July 31, 2022	6	Very Impressive	O	
4	Number of Job Request Prepared	2	July 1, 2022	July 31, 2022	5	Very Impressive	O	
7	Number of Prepares IPCR (Target & Accomplishment CY-2021)	1	July1, 2022	Aug. 31, 2022	2	Very Impressive	O	
8	Numbers of PPMP & PRs prepared/submitted	1	July 1, 2022	Dec. 31, 2022	1	Very Impressive	O	
9	No. of standard government forms	37	July 1, 2022	Dec. 31, 2022	115	Very Impressive	O	
10	Number of Incoming & Outgoing Communication/Internal Clearance VSU Staff	15	July 1, 2022	Dec. 31, 2022	50	Very Impressive	O	

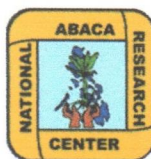
	accountability						
11	Number of Bills of payment prepared for lab.analysis/fabrication of stripping machine	1	July 1, 2022	Dec. 31, 2022	3	Very Impressive	O
12	Number of PDS,CV,PDF of Faculty & Staff & JO Personnel facilitated & updated	1	July 1, 2022	Dec. 31, 2022	3	Very Impressive	O
13	Number of NARC documents consolidated/filed	2	July 1, 2022	Dec. 31, 2022	6	Very Impressive	O
14	Number of NARC activities such as NARC staff meetings/other activities facilitated	1	July 1, 2022	Dec. 31, 2022	5	Very Impressive	O
15	Number of Attendance to Meetings/Trainings/Workshop/Conferences & thru Virtual Webinar	1	July 1, 2022	Dec. 31, 2022	5	Very Impressive	O
16	Number of Treasurer's Report prepared	1	Monthly		5	Very Impressive	O
17	Number of Committee Member incoming phone calls	1	July 1, 2022	Dec. 31, 2022	3	Very Impressive	O
18	dDRC Assignment	10	July 1, 2022	Dec. 31, 2022	30	Very Impressive	O

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

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

Prepared by:

**ROMEL B. ARMECIN**  
NARC, Director



"Exhibit O"

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 to December 31, 2022**

Name of Staff: **MARIA ZAIDA A. FLORES**

Position: **ADMIN AIDE 3**

**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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		7.0				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.75				

Overall recommendation

: With minor errors and needs little supervision

**ROMEL B. ARMECIN**  
Name of Head/Director

**Vision:**  
**Mission:**

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**FM-HRM-26**  
V0 11-12-21

No. 23-1PEA-13

Unit Head

Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MA. ZAIDA A. FLORES**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To have smooth office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step:

- 
- To act as committee chairperson
  - Process office documents
  - Assists entertaining visitor and clients.

Result:

- Well-organized committee outputs
- Quick and effective processing of documents
- Visitor and clients satisfaction.

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:


Assist the director in conducting center's activities and render overtime if necessary.

Outcome: effective implementation of the centers activities

Final Step/Recommendation:

- Needs more training on database and management using computers

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head