



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **BERTULFO M. GUMBA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.78	70%	2.646
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
<b>TOTAL NUMERICAL RATING</b>			<b>4.047</b>

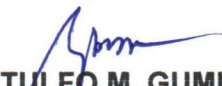
TOTAL NUMERICAL RATING: **4.047**

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

TOTAL NUMERICAL RATING: **4.050**

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

  
**BERTULFO M. GUMBA**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
NARC, Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director, Research

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President of R, E & I

"Exhibit B"

# **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

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

I, **BERTULFO M. GUMBA**, *Laboratory Technician* 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 2020** to **December 2020**.

**BERTULFO M. GUMBA**

Ratee

Approved: **FELICIANO G. SINON**

Head of Unit

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>	
MFO5: Research & Extension									
Admin. & Support Services									
Develops new design of handicraft from abaca waste	No. of hours design developed	Designs developed	2	10	5	4	5	4.67	
Conducts skills training on abaca handicraft	No. of hours per training	Skills training conducted	15	—				—	
Makes handicraft products from abaca waste for display/exhibit	No. of hours handicraft finished for display/exhibit	Products for display/exhibit	13	25	5	5	4	4.67	
Assesses/evaluates the quality of the weaver's finished products	No. of hours assessed finished products	Assess finished products	150	160	3	5	4	4.00	
Records all finished products into logbook and issues log slip to the weavers	No. of hours finished products recorder	Records finished products	150	170	4	4	5	4.33	
Briefs the visitors on processing and making of abaca handicrafts	No. of hours visitors briefed	Briefs visitors	25	40	5	5	5	5.00	

Total Over-all Rating								3.78	

Ave. Rating (Total Over-all rating)		3.78
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		3.78
ADJECTIVAL RATING		very satisfactory

Comments & Recommendation for Development Purpose: He is dependable and does his share conscientiously
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Evaluated & Rated by:

Recommending Approval:


Approved by:

  
**FELICIANO G. SINON**  
Director, NARC

Date: \_\_\_\_\_

  
**JOSE L. BACUSMO**  
Director of Research

Date: \_\_\_\_\_

  
**OTHELLO B. CAPUNO**  
Vice President for R,E and I

Date: \_\_\_\_\_



## Exhibit I

## PERFORMANCE MONITORING

Name of Employee: **BERTULFO M. GUMBA**

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
1	No. of hours to develop new designs of handicraft from abaca waste	2	July. 1, 2020	Dec. 31, 2020	10	Very Impressive	O	He is dependable and does his share conscienciously..
2	No. of hours to conduct per skills training on abaca handicraft	15	As per request		-			
3	No. of hours to finish for display/exhibit handicraft products from abaca waste	13	July. 1, 2020	Dec. 31, 2020	25	Very Impressive	O	
4	No. of hours to assess/evaluate from weaver's finished products	150	July. 1, 2020	Dec. 31, 2020	160	Impressive	VS	
5	No. of hours to record finished products and issued log slip to weavers	150	July. 1, 2020	Dec. 31, 2020	170	Impressive	VS	

6	No. of hours to brief visitor on the processing and making of abaca handicrafts	25	As scheduled	40	Very Impressive	O	
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**FELICIANO G. SINON**  
 NARC, Director





"Exhibit O"

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December, 2020**

Name of Staff: **BERTULFO M.GUMBA**

Position: **LAB. TECH**

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		56				



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		4.67				

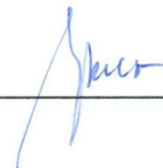
Overall recommendation : **OUTSTANDING**

  
**FELICIANO G. SINON**  
 Name of Head/Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BERTULFO M. GUMBA**  
Performance Rating: **VERY SATISFACTORY**

Signature: \_\_\_\_\_



Aim: **To produce and promote abaca products.**

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

- 
- Conduct skills training on abaca products
  - To develop new handicraft products
  - To produce and assists in marketing abaca products

Result:

- 
- On-time production of ordered abaca products
  - Efficient conduct of skills training
  - Availability of products - prototype
- 

Date: Jan.1, 2021 Target Date: June 30, 2021

Next Step:

- 
- Assists the In Charge in the production of abaca products and conduct overtime if necessary
- 

Outcome: Effective productions of abaca products

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Final Step/Recommendation:

- He is dependable and does his share conscienciously.
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Prepared by:

  
**FELICIANO G. SINON**  
Unit Head