

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.97	70%	2.779
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.228

TOTAL NUMERICAL RATING: **4.228**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.228**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


EDWIN V. BAGARINAO
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


FELICIANO G. SINON
Director

Approved:


OTHELLO B. CAPUNO
Vice- President

VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte, Philippines

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2018 to December 2018.

EDWIN BAGARINAO
 Ratee

Approved: FELICIANO G. SINON
 Head of Unit

MFO & Performance Indicators		Success Indicators		Tasks Assigned		Target	Actual Accomplishments	RATING				Remarks
MFO5: Research & Extension	Admin. & Support Services							Q ¹	E ²	T ³	A ⁴	
fabricated, disseminated and distributed		No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)		Production of abaca power machine:								
				No. of machining of bushings		30	31	3	4	4	3.67	
				No. of machining of shaftings		30	31	3	4	4	3.67	
				No. of threading of shaft for adjuster		30	30	3	5	4	4.00	
				No. of drilling of holes		30	32	3	5	4	4.33	
				No. of cutting of angle bars		20	21	4	4	5	4.00	
				No. of cutting & folding of GI pipe		50	50	3	5	4	4.00	
				No. of cutting of steel plate		50	50	3	4	4	3.67	
				No. of grinding of parts		70	72	3	4	4	3.67	
				No. of welding		15	14	4	4	5	4.00	
				No. of assembling of parts		15	14	4	4	5	4.33	
				No. of painting		30	32	4	4	4	4.00	
				No. of machine testing		30	31	3	5	4	4.00	
						5	4	4			4.00	
Total Over-all Rating												

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality		3.97 -
Approved Additional points	-	
(with copy of approval)	-	
FINAL RATING		
ADJECTIVAL RATING		3.97 -
		VERY SATISFACTORY

Evaluated & Rated by:

Recommending Approval:

FELICIANO G. SINON

Director, MARC

Date: _____

FELICIANO G. SINON

Director, MARC

Date: _____

Approved by:

Comments & Recommendation for Development Purpose:
 Congratulations!
 To enhance your skills & capability in machine fabrication, you need to extend skills training on die-casting....

OTHELLO B. CAPUNO

OVIRE

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to Dec 31, 2018

Name of Staff: EDWIN V. BAGARINAO

Position: ADMIN AIDE 1

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		58				

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		4.83				

Overall recommendation : OUTSTANDING



FELICIANO G. SINON
 Name of Head/Director

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**

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
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	30	July. 1, 2018	Aug 31, 2018	31	Impressive	VS	Congratulations! To enhance your skills and capability in machine fabrication, you need to attend skills training and dis-casting...
2	No. of machining of shaftings	30	July. 1, 2018	Aug 31, 2018	31	Impressive	VS	
3	No. of threading of shaft for adjuster	30	July. 1, 2018	Aug 31, 2018	30	Impressive	VS	
4	No. of machining and fitting of pulleys	30	July. 1, 2018	Aug 31, 2018	32	Impressive	VS	
5	No. of drilling of holes	20	Sep. 1, 2018	Oct. 31, 2018	21	Impressive	VS	
6	No. of cutting of angle bars	50	Sep. 1, 2018	Oct. 31, 2018	50	Impressive	VS	
7	No. of cutting and folding of GI pipe	50	Sep. 1, 2018	Oct. 31, 2018	50	Impressive	VS	
8.	No. of cutting of steel plate	70	Sep. 1, 2018	Oct. 31, 2018	72	Impressive	VS	

9	No. grinding of parts	15	Sep. 1, 2018	Oct. 31, 2018	16	Impressive	VS	
10	No. of welding	15	Nov 1, 2018	Dec. 31, 2018	16	Impressive	VS	
11	No. of assembling of parts	30	Nov 1, 2018	Dec. 31, 2018	32	Impressive	VS	
12	No. of painting	30	Nov 1, 2018	Dec. 31, 2018	31	Impressive	VS	
13	No. of machine testing	5	Nov 1, 2018	Dec. 31, 2018	6	Impressive	VS	

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

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

Prepared by:


FELICIANO G. SINON
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: July 1, 2018

Target Date: Dec. 31, 2018

First Step:

-
- Cutting of shafting, angle bars and flat bars
 - Machining of bushings, shaftings, and steel plate
 - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: Jan. 1, 2019

Target Date: June 30, 2019

Next Step:

- Assist project leader in machine testing and operation.

Outcome: **comprehensive data on machine evaluation**

Final Step/Recommendation:

Recommended for skills training on machine shaping.

Prepared by:


FELICIANO G. SINON
Unit Head