



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GELBERTO P. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.200	70%	2.940
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.500	30%	1.350
TOTAL NUMERICAL RATING			4.290

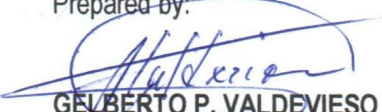
TOTAL NUMERICAL RATING: 4.290

Add: Additional Approved Points, if any
TOTAL NUMERICAL RATING: 4.290

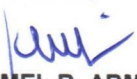
FINAL NUMERICAL RATING 4.290

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


GELBERTO P. VALDEVIESO
Name of Staff

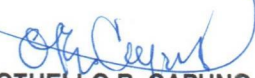
Reviewed by:


ROMEL B. ARMECIN
Office Head

Recommending Approval:


JOSE L. BACUSMO
Director, Research

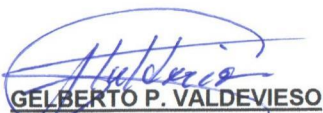
Approved:



OTHELLO B. CAPUNO
Vice President, RDE

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 2020 to June 2020.


GELBERTO P. VALDEVIESO
 Ratee
 Date:

Approved: 
ROMEL B. ARMECIN
 Unit Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer friendly frontline services to clients	20 clients with zero complaints	14 clients with zero complaints					
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus	40	18	4	4	4	4	
		No. of Eco-FARMI vehicle and farm equipment maintainance monitored	Maintains vehicle and farm equipment to keep them functional	10	10	4	4	4	4	

		No. of additional assignments for admin/field staff (due to travel and other restrictions resulting from covid 19)		6	2	4	5	5	4.7	
		* Fabricates metal plant stand for herbs								
		* Welds posts for the fispond perimeter fence								
		* Assist in grass cutting of eco-farm surrounds								
	Total Over-all Rating									12.7 / 3
	Average Rating									4.2
	Adjectival Rating									

Evaluated and rated by:

ROMEL B. ARMECIN

Unit Head

Date:

Recommending Approval:

JOSE L. BACUSMO

Director, Research

Date:

Approved by:

OTHELLO B. CAPUNO

Vice President, RDE

Date:

Seek relevant training
related to maintenance
of farm machineries
& equipment



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: GELBERTO P. VALDEVIESO

Position: Admin. Aide III

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		77				
Average Score		4.5				

Overall recommendation : _____


ROMEL B. ARMECIN

Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January-June 2020

√	1st	Q U A R T E R
√	2nd	
	3rd	
	4th	

Name of Employee: **GELBERTO P. VALDEVIESO**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1


Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Preparation of materials needed for the fabrication of steel stand for potted herbs.	February 10 & 28, 2020					
Coaching Fabrication of steel stands and other welding works	March 4, 2020					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ROMEL B. ARMECIN
Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January-June 2020

Name of Employee : GELBERTO P. VALDEVIESO
Performance Rating : _____

Aim: To enhance skills in welding works acquired through TESDA.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020 Target Date: within 1st Quarter 2020

First Step:

Seeks for welding works at the eco-farm.

Result:

Do the welding works at the eco-farm when not on travel.

Date: within 1st 2020 Target Date: within 2nd Quarter 2020

Next Step:

Fabricate the steel stand for potted herbs and do the welding works for the parameter fence of the fishpond at the eco-farm.

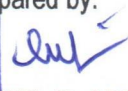
Outcome:

Improved skill in welding works.

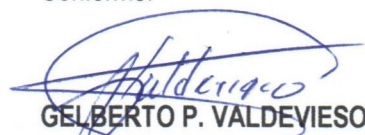
Final Step/Recommendation:

Do the welding works at the eco-farm whenever possible and seek for other skills.

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme:


GELBERTO P. VALDEVIESO
Name of Ratee