



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2020**

Annex P

Name of Administrative Staff: **CHITO L. LEONOR**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.833 | 70% | 3.38 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.80 |

TOTAL NUMERICAL RATING: 4.80


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.80

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding


Prepared by:


CHITO L. LEONOR
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Director

Approved:


OTHELLO B. CAPUNO
Vice President, Research, Extension & Innovation



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHITO S. LEONOR, Admin Aide III of the National Coconut Research Center - Visayas, 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 2020.


CHITO S. LEONOR

Admin. Aide III


MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

| MFO No. | MFOs/PAPs | Success Indicator (SI) | Task Assigned | Target | % of Accomplishments | Actual Accomplishment | Rating | | | | Remark |
|---------|--|---|---|------------------------------|----------------------|-----------------------|---------|------------|------------|---------|--------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| | General Administration and Support Services (GASS) | | | | | | | | | | |
| 8 | Administrative and Facilitative Services | | | | | | | | | | |
| | Efficient office management and maintenance | Number of NCRC-V meetings conducted | Attend University/department's meeting | 6 | 116.67% | 7 | 5 | 5 | 4 | 4.67 | |
| | | Number of visitors/clients/investors briefed and entertained. | Entertains visitors/clients | 85% served with no complaint | 117.65% | 100% | 5 | 5 | 4 | 4.67 | |
| | | Number of documents photocopied/scanned | Helps photocopy/scan official documents | 50 | 150.00% | 75 | 5 | 5 | 4 | 4.67 | |
| | | Number of documents sorted | Helps sort official office documents | 100 | 175.00% | 175 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | | |
|--|--|--|--|---|--|----------------|---|---|---|------|--|
| | | Percentage of trips completed for in-campus & out-campus trips to conduct/fetch NCRC Personnel to their destinations | Drives NCRC-V vehicle for in-campus & out-campus trips to conduct/fetch NCRC personnel to their destinations | 100% of staff/visitors conducted safely | 100.00% | 100% | 5 | 5 | 5 | 5.00 | |
| | | Number of times vehicles were maintained to ensure its availability, cleanliness and good running condition | Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition. | 3 times a week (maintain/check vehicle) | 133.33% | 4 times a week | 5 | 5 | 5 | 5.00 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Average Rating | | | 4.833 | | Comments and Recommendations for Development Purpose: <i>Resourceful driver</i> | | | | | | |
| Punctuality | | | | | | | | | | | |
| Approved Additional Points (w/ copy of Approval) | | | | | | | | | | | |
| FINAL RATING | | | 4.833 | | | | | | | | |
| ADJECTIVAL RATING | | | Outstanding | | | | | | | | |

Evaluated by:

MARIA JULIET C. CENIZA
Center Director

Date:

Approved:

OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

PERFORMANCE MONITORING FORM


July to December 2020

Name of Employee: CHITO L. LEONOR

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output* | Overall Assessment of Output** | Remarks/Recommendat |
|----------|--|--|---------------|-----------------------------|--------------------------|--------------------|--------------------------------|---------------------|
| 1. | Assists and helps facilitate NCRC-V In-House Review and Workshop | Assisted and helped facilitate NCRC-V In-House Review and Workshop | | | | | | |
| 2. | Assist/helps facilitate training | Assisted/helped facilitate 3 trainings | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |
| 3. | Efficient and customer friendly frontline service | Efficient and customer friendly frontline service, with no complaints | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |
| 4 | Drives NCRC-V vehicle for in-campus & out-campus trips to conduct/fetch NCRC personnel to their destinations | Conducted/fetched staff of NCRC-V, other offices and visitors to the different places in Luzon, Visayas and Mindanao (100% staff/visitors conducts safely) | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |
| 5. | Sees to it that NCRC-V Adventure is available, clean and in good running condition | Sees to it that NCRC-V Adventure is available, clean and in good running condition (4 times a week checks and maintains) | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |
| 6. | Repairs minor defective parts of NCRC-V Adventure | Repaired 3 minor defective parts of NCRC-V Adventure | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |
| 7 | Prepares DTR, PDS and other documents | Prepared 6 DTR, 1 PDS and other documents | Juy 220 | Dec 2020 | Dec 2020 | Very Impressive | Very Satisfactory | |

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

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


 MARIA JULIET C. CENIZA
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: CHITO L. LEONOR 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 |

| 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 : _____

MARIA JULIET C. CENIZA

 Printed Name and Signature of Supervisor

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PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2020

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

Name of Officer : **CHITO LEONOR**

Head of Section : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. Specify) | |
| | One-on-One | Group | | | |
| Monitoring on vehicle maintenance | | | | | |
| | √ | | | | |
| | | | | | |
| Coaching on Safekeeping of vehicle tools | | | | | |
| | √ | √ | | | |
| | | | | | |

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

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
July to December 2020

Name of Employee: CHITO L. LEONOR

Performance Rating: _____

Aim: To become an efficient and effective Administrative Aide worker.

Proposed Interventions to Improve Performance:

Date: July 7, 2020 Target Date: July 30, 2020

First Step:

Discussed with the Administrative worker the value of cleanliness in the garage.
Had him clean the garage area.

Date: August 10, 2020 Target Date: Sept 28, 2020

Next Step:

Weekly monitoring the cleanliness of the garage.


Outcome: Cleaning the garage area became a habit

Final Step/Recommendation:

Prepared by:


MARIA JULIET C. CENIZA
Director, NCRC-V

Conforme:


CHITO L. LEONOR
Name of Ratee