COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

FELIX L. OCON

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.72	70%	3.304
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
		TOTAL N	JMERICAL RATING	4.804

TOTAL NUMERICAL RATING:

4.804

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.804

ADJECTIVAL RATING:

OUTSTANDING

Prepared by

Reviewed by:

Name of Staff

FELICIANO G. SINON Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: FELIX L. OCON Position: Science Research Assistant

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)			Scal	е	
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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	3	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8.	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
9.	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	
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(3)	4	3	2	1
11.	Willing to be trained and developed	5	4	3	2	1
	Total Score		ţ	5		
	Leadership & Management (For supervisors only to be rated by higher supervisor)		,	Scal	е	

	needed for the attainment of the calibrated targets of the unit Total Score			了	2	1
	needed for the attainment of the calibrated targets of the unit	0	9	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	5	1	3	2	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	3	4	3	2	1

Overall recommendation

OUTSTANDING

LUZ O. MORENO
Project Leader/Study Leader

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX L. OCON, Science Research Assistant of the National Abaca Research Center-Visavas 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 2017 to Dec 2017

Recommending Approval: LUZ O. MORENO

Project/Study Leader

Approved: FELICIANO G. SINON Head of Unit

MFO & Performance	Success Indicators	Task Assigned	Target	Actual Accomplishments		R	RATING	Remarks
Indicators (PI)					ō	E2	T3 A	
MFO2: Research		ander de la companya						
Services								
The state of the s	Number of days for field visit and	Regular field visit of germplasm	40	220	P	V	4.43	33
	disease incidence monitoring	and nursery areas						
	Size (hectares) of experimental	Maintain germplasm and nursery	_	2	5	5	427 4	7
The control of the co	area mainfained	areas	-					
	Number of accessions collected	Collect abaca accessions	2	5	7	4	5.0	9
	Number of fissue cultured abaca	Potting and hardening of tissue	300	440	4	4	4.63	1
	accessions potted and hardened	cultured abaca accessions					-	
	Number of accesisons planted/	Plant/replant abaca accessions	20	43	5	7	£2.6 T	+
	replanted in the germplasm area							
	Number of accessions harvested	Harvest and characterize mature	9	9	~>	1,	7.6 4.	t
	and characterized	abaca accessions						
	Number of hours spent for data	Encode database	150	997	S	4	4.	33
debatement of the feet of the	encoding							
	Number of accesions analyzed	Perform diversity analysis of						
		32 vegetative parameters						
							+	
	Number of powerpoint presentation	Prepare powerpoint	-	9	5)	7 4.67	4
	prepared							
	Number of reports submitted	Prepares research report		. 7	5	5	5	
	Number of posters prepared	Prepares research posters	_	1				

Others:		Task Assigned	Target		
	All interior decoration activities	Perform interior decoration for	100% of activities performe	2	
the same of the same of the same of the same of	of the center (e.g. booth, exhibits, etc.)	the center			
	No. of center committee membership	Perform center committee			
	assignment	membership assignments			
	Number of center-based reports,	Perform function of administrative	10		
	powerpoint presentations and other	assistant of the center			
	documents prepared and submitted				
Total Over-all Rating					
	FINAL RATING				
	ADJECTIVAL RATING				
Received by:	Calibrated by:	Recommending Approval:		Approved by:	
		S. C. S.		als	de
and the second	REMBERTO A. PATINDOL	OTHELLO B.CAPUNO		EDGARDO E. TULIN	E. TULIN
Planning Office	LWI	Vice President			sident
Date	Date:	Date:		Date:	

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

FELIX L. OCON

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.72	70%	3.304
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
	V	TOTAL N	UMERICAL RATING	4.804

TOTAL NUMERICAL RATING:

4.804

Add: Additional Approved points, if any:

4.804

TOTAL NUMERICAL RATING:

OUTSTANDING

ADJECTIVAL RATING:

Prepared by:

FELIX L. OCON

Name of Staff

Reviewed by

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN President

"Exhibit O"

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: FELIX L. OCON

Position: Science Research Assistant

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)		1	Scal	е	
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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
1.	Willing to be trained and developed	5	4	3	2	1
	Total Score			55		1

	Leadership & Management (For supervisors only to be rated by higher supervisor)		. (Scale	е	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score			55		
	Average Score			5.00		

Overall recommendation

: Outstanding

LUZ O. MORENO
Project Leader/Study Leader

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX L. OCON, Science Research Assistant 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 2017 to Dec 2017

FELIX L. OCON

Recommending Approval: LUE-O. MORENO

Approved: FELICIANO G. SINON
Pead of Unit

Ratee

Project/Study Leader

MFO & Performance	Success Indicators	Tourise Assista	-			RATING	NG	
Indicators (PI)		Dan Assigned	larger	Actual Accomplishments	-0	F ² T	T3 A4	- Remarks
MFO2: Research					+			
Services								
	Number of days for field visit and	Regular field visit of germplasm	40	50	4	5	4 433	
	disease incidence monitoring	and nursery areas				+	-	
	Size (hectares) of experimental	Maintain germplasm and nursery	1	2	5	5	4 4.67	
	area maintained	areas				+	+	
	Number of accessions collected	Collect abaca accessions	5	16	5	5	5 5.00	
	Number of tissue cultured abaca	Potting and hardening of tissue	300	410	5	-	-	
	accessions potted and hardened	cultured abaca accessions				-	-	
	Number of accesisons planted/	Plant/replant abaca accessions	20	43	5	5 4	4.67	
	replanted in the germplasm area				-	+	+	
	Number of accessions harvested	Harvest and characterize mature	9	16	5	5	467	
	and characterized	abaca accessions				+	+	
	Number of hours spent for data	Encode database	150	200	2	A	433	
	encoding				,	+	+	
	Number of accesions analyzed	Perform diversity analysis of				-		
		32 vegetative parameters				-		
6	Number of powerpoint presentation	Prepare powerpoint	-	6	ч	4	4 67	
	prepared			2	,	+	+	
	Number of reports submitted	Prepares research report	-	2	Y Y	7	200	
	Number of posters prepared	Prepares research posters	-	1	,	+	+	
					\dagger	+	42 00	

All Interior decoration activities Perform interior decoration for of activities All Interior decoration activities Perform interior decoration for of the center (e.g. booth, exhibits, et.) the center Perform function of administrative 10	MFO & Performance		Task Assigned	Target	Actual Accomplishments		RA	RATING	- Company
All interior decoration activities Perform interior decoration for of the center 100% of activities 100	indicators (PI)				Actual Accomplishments		E ₂	13 A4	Remarks
Office Partin Office Partin Office Partin Office Partin Office O	Others:	All interior decoration activities	Perform interior decoration for	100% of activities	100	5	5	-	
No. of center committee membership Perform center committee		of the center (e.g. booth, exhibits, etc.)	the center	performed	4		+	+	700
Approved by: Approved by: Calibrated by: Calibrated by: Date: Date		No. of center committee membership	Perform center committee				-		
Number of center-based reports, Perform function of administrative 10 15 5 5 5 5 5 5 5 5		assignment	membership assignments				\dagger	_	
President Presentations and other Approval: Approved by: President		Number of center-based reports,	Perform function of administrative	10	15	2	+	+	
documents prepared and submitted documents prepared and submitted EliNaL RaTiNG ADJECTIVAL RATING		powerpoint presentations and other	assistant of the center				\vdash	+	
FINAL RATING ADJECTIVAL RATING ADJECTIVAL RATING ADJECTIVAL RATING ADJECTIVAL RATING ADJECTIVAL RATING Approved by: Remberto A. Patindol OTHELLO B. CAPUNO Vice President Vice President Date: Date: Dat		documents prepared and submitted					+	52 n	
FINAL RATING ADJECTIVAL RATING ADJECTIVAL RATING Calibrated by: Recommending Approval: Approved by: Calibrated by: Approved	Total Over-all Rating						+	2	
Calibrated by: Recommending Approval: RemBERTO A. PATINDOL Office Date: Date: Date: OUTSTANDING Approved by: Approved by: Approved by: Approved by: Approved by: PMT PMT PMT Date: Date: Date: Date:		FINAL RATING					+	47	
Calibrated by: Recommending Approval: Remberto A. Patindol Office Date: Date: Date:		ADJECTIVAL RATING		2	OUTSTA	NDIN	(2)		
Calibrated by: REMBERTO A. PATINDOL Office Date: Date: Date: Recommending Approval: Recommending Approval: Approved by: Approved by: Approved by: OTHELLO B. CAPUNO Vice President Date:									
lanning Office Pate: Date: Communication of Communica	Received by:	Calibrated by:	Recommending Approval:		Approved by:				
lanning Office PMT Vice President Date: Date:		REMBERTO A. PATINDOL	OTHELLO B. CAPUNO						
Date: Date:	Planning Office	PMT	Vice President			Pre	sident		
	Date:	Date:	Date:		Date				