

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: CIELO F. SEÑARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.46	70%	3.122
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
TOTAL NUMERICAL RATING			4.421

TOTAL NUMERICAL RATING: 4.421

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

TOTAL NUMERICAL RATING: 4.421

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

  
CIELO F. SEÑARA  
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

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

I, **CIELO F. SEÑARA**, *Administrative Aide III* 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 2019** to **December 2019**.

  
**CIELO F. SEÑARA**  
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>	
<b>MFO5: Research &amp; Extension</b>									
<b>Admin. &amp; Support Services</b>									
Preparation of:	Number of trip tickets prepared	Trip tickets	10	20	5	5	4	4.67	
	Number of RIS prepared	Requisition Issue Slip (RIS)	10	18	5	5	5	5.00	
	Number of TO prepared	Travel Orders (TO)	30	63	5	4	4	4.67	
	Number of Itinerary of Travel	Itinerary of Travel	20	34	5	5	4	4.67	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	5	9	4	4	5	4.33	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	5	9	4	5	5	4.67	
	Number of cash advances prepared	Cash Advances	4	21	5	4	5	4.67	
	Number of liquidations prepared	Liquidation Report	4	15	5	5	4	4.67	
	a. Cash advance of accountable officer		4	5	3	4	5	4.00	
	b. Travel		4	10	4	5	4	4.33	
	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	54	5	5	5	5.00	



	Number of Payrolls prepared	Payroll prepared	50	151	5	5	5	5.00	
	Number of application for leave prepared	Application for Leave	5	26	5	5	4	4.67	
	Number of appointments/contracts prepared	Appointments/Contracts	50	110	5	4	5	4.67	
	Number of PRs	Purchase Request (PR)	50	66	4	5	5	4.67	
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	50	166	5	4	4	4.33	
	Number of DVs	Disbursement Voucher (DV)	50	81	5	5	4	4.67	
	Number of IARs prepared	Inspection & Acceptance Report	25	51	5	5	4	4.67	
	Number of claims/ reimbursements prepared	Claims/Reimbursements	80	58	3	5	5	4.33	
	Job order/requests prepared	Job order/requests	10	3	2	5	4	3.67	
	Number of accomplishment report prepared	Accomplishment Reports	50	153	5	5	4	4.67	
	Number of VAT prepared	VAT Certificate	5	8	3	4	5	4.00	
Attendance to meetings	Number of hours	Meetings attended	5	6	3	5	5	4.33	
Attendance to seminar/ trainings/ workshops/ conference	Number of days of attendance	Trainings/seminar workshops/conference attended	1	1	3	5	5	4.33	
PMS Reports/Forms	Number of contracts prepared	PMS contracts prepared	4	5	3	5	4	4.00	
Messengerial	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	50	100	5	4	4	4.33	
Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	500	1000	5	5	4	4.67	
Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	1	2	3	5	4	4.00	
Information & Technology	Number of installations done	Client System Installation	1	1	3	5	5	4.33	



	- virus detection and removal		1	1	3	5	4	4.00	
	- backing-up of data files		1	1	3	5	5	4.33	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	50	100	5	4	5	4.67	
Alay Linis	No. of alay linis attended	Attend alay linis	1	2	4	4	5	4.33	
<b>Total Over-all Rating</b>								4.46	

Ave. Rating (Total Over-all rating)		4.46 -
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
<b>FINAL RATING</b>		4.46 -
<b>ADJECTIVAL RATING</b>		<b>Very satisfactory</b>

Comments & Recommendation for Development Purpose:

He is on time and left no job unfinished.


Evaluated & Rated by:

Recommending Approval:

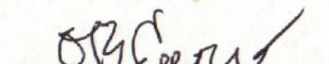
Approved by:

  
**FELICIANO G. SINON**  
 Director, NARC

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

  
**FELICIANO G. SINON**  
 Director, NARC

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

  
**OTHELLO B. CAPUNO**  
 OVPRE

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

## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **CIELO F. SEÑARA**

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
Preparation of:								
1	No. of trip tickets prepared	10	July 1, 2019	Dec 31, 2019	20	Very Impressive	O	He is on time and left no job unfinished
2	No. of RIS prepared	10	July 1, 2019	Dec 31, 2019	18	Very Impressive	O	
3	No. T.Os prepared	30	As scheduled		63	Very Impressive	O	
4	No. of Itinerary of travel	20	As schedule		34	Very Impressive	O	
5	No. of certificates of travel completely prepared	5	As scheduled		9	Impressive	VS	
6	No. of certificates of travel completed (CTC) prepared	5	As scheduled		9	Very Impressive	O	
7	No. of cash advances prepared	4	As scheduled		21	Very Impressive	O	
8	No. of liquidations report prepared	4	As per request upon completion of travel		15	Very Impressive	O	
9	a. No. of cash advance of accountable officer	4	As released		5	Impressive	VS	



	b. Travel	4	As released		10	Impressive	VS	
10	No. of DTRs/CSR prepared	6	July 1, 2019	Dec 31, 2019	54	Very Impressive	O	
11	No. of payrols prepared	50	July 1, 2019	Dec 31, 2019	151	Very Impressive	O	
12	No. of application leave prepared	5	As per request		26	Very Impressive	O	
13	No. of appointments/contract prepared	50	July 1, 2019	Dec 31, 2019	110	Very Impressive	O	
14	No. of PRs	50	July 1, 2019	Dec 31, 2019	66	Very Impressive	O	
15	No. of OR/BUR	50	July 1, 2019	Dec 31, 2019	166	Impressive	VS	
16	No. of DVs	50	July 1, 2019	Dec 31, 2019	81	Very Impressive	O	
17	No. of IARS prepared	25	July 1, 2019	Dec 31, 2019	51	Very Impressive	O	
18	No. of claims/reimbursements prepared	80	As per request		58	Very Impressive	O	
19	Job order/requests prepared	10	July 1, 2019	Dec 31, 2019	3	Impressive	VS	
20	No. of PDS prepared/updated	-	As per request		-			
21	No. of accomplishment report prepared	50	July 1, 2019	Dec 31, 2019	153	Very Impressive	O	
22	No. of VAT prepared	5	July 1, 2019	Dec 31, 2019	8	Impressive	VS	
23	No. of hours/days attended to meetings	5	As scheduled		6	Impressive	VS	
24	No. of hours/days attended to seminars/trainings/workshop/conferences	1	As scheduled		1	Impressive	VS	
25	No. of contracts prepared	4	As scheduled		5	Impressive	VS	
26	No. of documents submitted/retrieved	50	As scheduled		100	Impressive	VS	

27	No. of copies photocopied/printed	500	July 1, 2019	Dec 31, 2019	1000	Very Impressive	O	
28	No. of committee assignments	1	As per request		2	Impressive	VS	
29	No. of installation done	1	As per request		1	Impressive	VS	
	- Virus detection and removal	1			1			
	- Backing-up of data files	1			1			
30	No. of hours meetings, seminars/training and classes observed	50	As scheduled		100	Very Impressive	O	
31	No. of "Alay Linis" attended	1	As per request		2	Imperative	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: **CIELO F. SEÑARA**  
Performance Rating: **VERY SATISFACTORY**

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



Aim: **To have a smooth office operations**

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: Dec. 31, 2019

First Step:

- 
- To act as chairman in assigned committee
  - To maintain the working efficiency of office equipment
  - Facilitate in the production of office documents

Result:

- 
- Well-organized committee outputs
  - Effective and efficient office equipment
  - Well-facilitated office documents
- 

Date: January 1, 2020 Target Date: June. 30, 2020

Next Step: Assist the director in the conduct of the center's activities and render overtime if necessary.

Outcome: effective and efficient office operation

Final Step/Recommendation:

He is efficient and on-time.  
For regularization

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2019

Name of Staff: CIELO F. SEÑARA

Position: ADMIN AIDE 3

**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	<u>4</u>	3	2	1	
2. Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>5</u>	4	3	2	1	
2. 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	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	4	3	2	1	
7. 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	<u>4</u>	3	2	1	
8. 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	<u>4</u>	3	2	1	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1	
10. Willing to be trained and developed	5	<u>4</u>	3	2	1	
<b>Total Score</b>		<b>52.00</b>				

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	<b>Scale</b>				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score					
Average Score	<b>4.33</b>				

Overall recommendation : **VERY SATISFACTORY**

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