

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **MARLON D. BENGALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.13	70%	2.891
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
TOTAL NUMERICAL RATING			4.292


TOTAL NUMERICAL RATING: **4.292**

Add: Additional Approved points, if any: _____

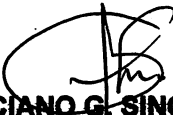
TOTAL NUMERICAL RATING: **4.292**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


MARLON D. BENGALAN
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, **MARLON D. BENGALAN**, *Administrative Aide I* 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 2018 to December 2018**.


MARLON D. BENGALAN
Ratee

Approved: 
FELICIANO G. SINON
Head of Unit


MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	1000	1500	4	4	5	4.33	
	No. of rooms maintained (450m2)	Rooms cleaned and maintained	6	6	3	4	4	3.67	
	No. of CR maintained (35m2)	CR cleaned and maintained	5	5	4	4	5	4.33	
	Size of building maintained (790m2)	NARC building cleaned and maintained	1	1	3	4	4	3.67	
	Attend VSU Alay Linis	No. of alay linis attended	2	12	5	5	4	4.67	
Total Over-all Rating								4.13	

Ave. Rating (Total Over-all rating)		4.13	-
Additional Points:			
Punctuality	-		
Approved Additional points	-		
(with copy of approval)			
FINAL RATING		4.13	-
ADJECTIVAL RATING		Very satisfactory	


Comments & Recommendation for Development Purpose:

Congratulations!
keep it up always.

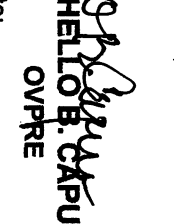
Evaluated & Rated by:


FELICIANO G. SINON
Director, NARC
Date: _____

Recommending Approval:


FELICIANO G. SINON
Director, NARC
Date: _____

Approved by:


OTHELLO B. CAPUNO
OVPR
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to Dec 31, 2018

Name of Staff: MARLON D.BENGALAN

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		56				

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					4.67

Overall recommendation : OUTSTANDING


FELICIANO G. SINON
 Name of Head/Director

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARLON D. BENGALAN**

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
1	No. of documents submitted/retrieved for processing and follow-up	1000	July 1, 2018	Dec. 31, 2018	1,500	Impressive	VS	Congratulations! Keep it up always.
2	No. of rooms cleaned and maintained	6	July 1, 2018	Dec. 31, 2018	6	Impressive	VS	
3	No. of CR cleaned and maintained	5	July 1, 2018	Dec. 31, 2018	5	Impressive	VS	
4	Size of NARC building cleaned and maintained	1	July 1, 2018	Dec. 31, 2018	1	Impressive	VS	
5	No. of "Alay Linis" attended	2	July 1, 2018	Dec. 31, 2018	10	Very Impressive	O	

* 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: **MARLON B. BENGALAN**
Performance Rating: **VERY SATISFACTORY**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: July 1, 2018

Target Date: Dec. 31, 2018

First Step:

-
- To deliver and retrieve documents
 - To maintain orderliness and cleanliness of offices and rooms
-

Result:

- Efficient recording and retrieval of documents
- Well maintained office and rooms

Date: Jan. 1, 2019

Target Date: June 30, 2019

Next Step:

- Assists in the over all activity of the center and conduct over time if necessary.

Outcome: **Efficient and effective center operations.**

Final Step/Recommendation:

For promotion

Prepared by:


FELICIANO G. SINON
Unit Head