



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

January to June 2024

Name of Administrative Staff: **ANTONIO Y. ABAYABAY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.889	70%	3.422
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.847</b>

TOTAL NUMERICAL RATING: 4.847

Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.847

FINAL NUMERICAL RATING 4.847

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**ANTONIO Y. ABAYABAY**  
Name of Staff

Reviewed by:

**MARISOL A. LEORNA**  
Department/Office Head

Recommending Approval:

**IVY C. EMNACE**  
Dean/Director

Approved:

**SANTIAGO T. PEÑA, JR.**  
Vice President for REI



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - Accomplishments

I, ANTONIO Y. ABAYABAY, Admin Aide VI 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 January 1, 2024 to June 30, 2024

ANTONIO Y. ABAYABAY

Ratee

Date: July 6, 2024

MARISEL A. LEORNA

Director, NCRC-V


Date: July 8, 2024

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UFMO 6: General Administration and Support Services (GASS)									
Administrative and Facilitative Services									
Efficient and customer friendly frontline services	A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Customer friendly frontline services	100% customer friendly	100% customer friendly	5	5	5	5.00	
Efficient office management and maintenance		Prepares/encodes/ prints research/ extension reports and budget	12	15	5	5	4	4.67	
		Assists/encodes/ prints research proposals on coconut	2	3	5	5	5	5.00	
		Prepares/encodes OPCR/IPCR (2 rating period)	1 OPCR; 10 IPCR	11	4	5	5	4.67	
		Controls document and assigns document control number	100	130	4	5	5	4.67	
		Encodes and prints barcode of document for tracking	200	500	5	5	5	5.00	
		Prepares Faculty Workloads,, class schedule	5	5	4	5	5	4.67	
		Prepares/prints communication and notice of meetings	12	75	5	5	5	5.00	

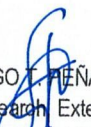


		Prepares/prints project/study leaders appointment	5	8	5	5	5	5.00	
		Scans/prints documents (MOA/MOU.	25	50	5	5	5	5.00	
		Sorts/consolidates documents for filing	150	250	5	5	5	5.00	
		Downloads/prints office e-mail sent/receives.	100	130	5	5	5	5.00	
Total over-all rating								58.667	
Average Rating (Total Over-all rating divided by 12 )		4.889	Comments and Recommendations for Development Purpose: <i>Dependable. Recommended to attend Supervisory training</i>						
Additional Points:									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.889							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated by:

  
**MARISEL A. LEORNA**  
Center Director  
Date: July 8, 2024

Approved:

  
**SANTIAGO C. PEÑA, JR.**  
Vice President for Research, Extension & Innovation  
Date: August 7, 2024

# **PERFORMANCE MONITORING & COACHING JOURNAL**

**Rating Period: January to June 2024**

✓	1 <sup>st</sup>	<b>Q U A R T E R</b>
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Head of Office : **MARISEL A. LEORNA**

Number of Personnel: 47

Name of Staff: ANTONIO Y. ABAYABAY

Name of Staff: ANTONIO T. ABAYABAT					
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring	ISO documents	√	√		
Coaching	ISO Procedures, documents	√	√		

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

Conducted by:

**MARISEL A. LEORNA**

Immediate Supervisor

Noted by:

**IVY C. EMNACE**

Next Higher Supervisor



## PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO Y. ABAYABAY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Prepares/encodes/ prints research/ extension reports and budget	Prepares/encodes/ prints 15 research/ extension reports and budget	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
3	Assists/helps facilitates training	Assists/helps facilitates trainings	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares powerpoint presentation, layout backdrop and welcome tarp	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/10 IPCR	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
8	Prepares/prints communication and notice of meetings	Prepares/prints communication and notice of meetings	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
9	Prepares/prints project/study leaders appointment	Prepares/prints project/study leaders appointment	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	



10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
11	Sorts/consolidates documents for filing	Sorts/consolidates 250 documents for filing	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates planning Workshop	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
15	Controls documents and assigns document control number	Controls documents and assigns document control number	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	
16	Encodes and prints barcode of document for tracking	Encodes and prints barcode of document for tracking	January 2024	June 2024	Jan to June 2024	Impressive	Outstanding	

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

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

  
**MARISEL A. LEORNA**  
Center Director

**EMPLOYEE DEVELOPMENT PLAN**  
Rating Period: January to June 2024

Name of Employee: ANTONIO Y. ABAYABAY  
Performance Rating: Outstanding

Aim: To become an effective and efficient frontliner of VSU

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

Date: January 4, 2024 Target Date: January 8, 2024

First Step:

Meeting with the concerned staff to discuss the documents and  
procedures required for the next ISO audit.

Date: January 10, 2024 Target Date: January 15, 2024


Next Step:

Review the audit procedures, secure a copy of the required documents and  
file a copy.

Final Step/Recommendation:

Attend more refresher seminars/meetings related to ISO to get new updates of the procedures.

Prepared by:

  
**MARISEL A. LEORNA**  
Unit Head

Conform:

  
**ANTONIO Y. ABAYABAY**





**VISAYAS**  
STATE UNIVERSITY

# NATIONAL COCONUT RESEARCH CENTER- VISAYAS

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: ANTONIO Y. ABAYABAY Position: Admin Aide VI

**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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	57/12 = 4.75				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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:					

  
 MARISEL A. LEORNA  
 Immediate Supervisor