



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ROLANDO I. ORACION

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: *[Signature]*
ROLANDO I. ORACION
Name of Staff

Reviewed by: *[Signature]*
VICTOR B. ASIO
Department/Office Head

Recommending Approval:

[Signature]
VICTOR B. ASIO
Dean/Director

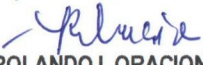
Approved:

[Signature]
BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Agriculture and Food Science (CAFS)
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ROLANDO I. ORACION**, Adm. Aide I, 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 to June, 2020.


ROLANDO I. ORACION

Ratee


VICTOR B. ASIO

Dean

Date: _____

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Administrative Support Services	# of incoming communications/documents and forms received, checked and control	• Receives, checks, records and control all incoming documents.	100	110	5	5	5	5.00	
	# of communications/documents countersigned and facilitated	• Countersigns and facilitates signature of the college dean all incoming documents.	100	100	5	5	5	5.00	
	# of copies of OPCR (draft and final) prepared	* Submits copies of College OPCR and IPCR	2	2	5	5	5	5.00	
	# of copies of notice of meetings prepared	• Distributes copies of notices of meetings (EXECOM, etc.)	9	9	5	5	5	5.00	
	# of copies reproduced	• Reproduce and distributes copies of candidates for graduation for UAC	100	120	5	5	5	5.00	
	# of copies of government forms prepared and processed	• Process and submits government forms (DTRs, TOs, vouchers, PRs, etc.)	20	20	5	5	4	4.67	
	# of times attended meetings, seminars and workshops	• Attends meetings/trainings/seminars	1	1	5	5	4	4.67	
	# of student forms issued (assessment slip only)	• Issues student forms (assessment slips, etc.)	10	25	5	5	5	5.00	

	# of consolidated copies of reports for submission	• Submits consolidated college report	1	1	5	5	5	5.00	
	# of offices/rooms cleans and maintains	* Cleans and maintains offices, conference rooms, kitchen and CRs	5	5	5	5	4	4.67	
	# of plants maintains	* Maintains CAFS plants	7	7	5	5	4	4.67	
	Zero percent complaint from client served	Officer of the day (Frontliner) of the Dean's Office to entertain clients	minor complaint	minor complaint	5	5	5	5.00	
Total Over-all Rating					60	60	56	58.67	
Average Rating					5	5	4.66	4.89	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating)	4.89
Additional Points:	-
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.89
ADJECTIVAL RATING	OUTSTANDING

**COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES**

*He is performing very well.
He may attend trainings.*

Evaluated & Rated by:


VICTOR B. ASIO

Unit Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2020**

Name of Staff: **ROLANDO I. ORACION** Position: **Administrative Aide I**


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										
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						58				
Average Score						4.83				

Overall recommendation : _____


VICTOR B. ASIO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLANDO I. ORACION
Performance Rating: OUTSTANDING

Aim: To improve his performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Attended seminars, trainings and workshops related to his functions, that are facilitated by ODAHRD, VSU.

Result: He is efficient and dependable in the performance of his duties and responsibilities in the office. He has also contributed greatly to the achievements of our college.

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

Recommended for promotion. _____

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


ROLANDO I. ORACION
Name of Ratee Faculty/Staff