#### 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)
11. Numerical Rating per IPCR	4.27	70%	2.989
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42 30%		3.326
	TOTAL N	UMERICAL RATING	4.315

**TOTAL NUMERICAL RATING:** 

4.32

Add: Additional Approved points, if any:

**TOTAL NUMERICAL RATING:** 

4.32

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

Reviewed by:

FELIX L. OCON

Name of Staff

Recommending Approval:

FELICIANO G. SINON Department/Office Head

A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN 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 <u>July 2016</u> to <u>December 2016</u>.

MARLON B. BENGALAN

Ratee

Approved:

FELICIANO G. SINON

Head of Unit

MFO & Performance	Success Indicators	Tasks Assigned Target	Target	Actual Accomplishments		R/	TING	Remarks	
Indicators (PI)	Success mulcators	rasks Assigned	rarget			E <sup>2</sup>	T <sup>3</sup>	$A^4$	Tomarks
MFO5: Research & Extension							Southeast arthress article		
Admin. & Support Services									
1	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	1000	1, Cear	5	5	5	,	
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		CR cleaned and maintained	5	<u></u>	3	4	4	-	Anna baran and a second and a s
	Size of building maintained (790m2)	NARC building cleaned and maintained	1	1	3	5	4		
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	Attend VSU Alay Linis	No. of alay linis attended	2	8	5	4	5	-	
Total Over-all Rating			and an arm of the spirit of th						aphatemine the notice continues in glittain habitation in a protect data in me in conserva data

Ave. Rating (Total Over-all rating		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)	Assessed by the controlled production and injury controlled by the second production of the seco	
FINAL RATING		
ADJECTIVAL RATING		

### **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 2016 to December 2016.

MARLON D. BENGALAN

Ratee

Approved:

FELICIANO G. SINON

Head of Unit

MFO & Performance	Success Indicators	Tasks Assigned	Target	Actual Accomplishments		RA	Remarks		
Indicators (PI)		l deno riouignou	14.900	/ total / total / total	3 5 4 4.00 3 4 4 3.67 3 5 4 4.00 5 4 5 4.67	A <sup>4</sup>	Romana		
MFO5: Research & Extension					n attractmentablesconces			anna haran maran nagadi daga pangahaba sada	дажый не типо этом не объем не от типом в дажную для до для до дажно не от одного не от не от от от от от от о
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	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	1000	1600	5	5	5	5.00	
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	Size of building maintained (790m2)	NARC building cleaned and maintained	1	1	3	5	4	4.00	mancent frame and control control to make the given size and the control and a country control control control
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	Attend VSU Alay Linis	No. of alay linis attended	2	8	5	4	5	4.67	eta a ti aman minina kindi nari madin da adangui tindaki di danga a ngui musi ku di galbudi angan
Total Over-all Rating		and the contract of the contra						4.27	interest til mer hyrocontrare en månn a fråd kalad slåd til på kankygja va kom en kan en fråd vinn mer I men fra en fra en fra en skalad slåd slåd slåd slåd slåd slåd slåd slå

Ave. Rating (Total Over-all rating		4.27
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FINAL RATING		4.27
ADJECTIVAL RATING	entpowers produces and enterpressively both post of the delices and the dependence and the highlight delicate seeks at	Very satisfactory

Received by:	Calibrated by:	Recommending Approval:	Approved by:
PDANIEL M. TUDTUD	REMBERTO A. PATIDOL	OTHELLO B. CAPUNO	EDGARDO E. TULIN
OVPRGEA	PMT	OVPRE	President de
Date:	Date:	Date:	Date:



# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to Dec 31, 2016 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	
		The perform
5	Outstanding	staff delivers

Scale	Descriptive Rating	Qualitative Description  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				
5	Outstanding					
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.	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
2.	Willing to be trained and developed	5	(4)	3	2	1
	Total Score					

	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.	6)	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	<b>a</b>	3	2	1						
	Total Score											
	Average Score											

Overall recommendation				
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FELICIANO G. SINON Name of Head/Director