

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: FELIX L. OCON

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.89 | 70% | 3.423 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.500 |
| TOTAL NUMERICAL RATING | | | 4.923 |

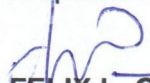
TOTAL NUMERICAL RATING: 4.923

Add: Additional Approved points, if any: _____

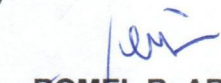
TOTAL NUMERICAL RATING: 4.923

ADJECTIVAL RATING: OUTSTANDING

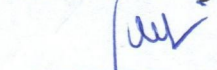
Prepared by:


FELIX L. OCON
Name of Staff

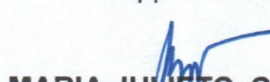
Reviewed by:


ROMEL B. ARMECIN
NARC, Director

Recommending Approval:


ROMEL B. ARMECIN
NARC, Director

Approved:


MARIA JULIET C. CENIZA
Vice- President of R, E & I

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX L. OCON**, **Science Research Assistant** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 2023 to December 2023.

FELIX L. OCON

Ratee

Recommending Approval: **LUZ O. MORENO**

Project/Study Leader

Approved: **ROMEL B. ARMECIN**

Head of Unit

Date: 07/08/2024

Date: 07/08/2024

Date: 07/10/2024

| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target (1-Year) | Actual Accomplishments | RATING | | | | Remarks |
|-----------------------------------|---|---|-----------------|------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO2: Research Services | | | | | | | | | |
| | Number of days for field visit and disease incidence monitoring | Regular field visit of germplasm and nursery areas | 60 | 80 | 5 | 5 | 5 | 5 | |
| | Size (hectares) of experimental area maintained | Maintain germplasm and nursery areas | 1 | 1.75 | 5 | 5 | 5 | 5 | |
| | Number of accessions collected | Collect abaca accessions | 10 | 28 | 5 | 5 | 5 | 5 | |
| | Number of accessions planted/replanted in the germplasm area | Plant/replant abaca accessions | 20 | 20 | 4 | 5 | 5 | 4.67 | |
| | Number of accessions harvested and characterized | Harvest and characterize mature abaca accessions | 20 | 37 | 5 | 5 | 5 | 5 | |
| | Number of hours spent for data encoding | Encode database | 200 | 125 | 5 | 5 | 5 | 5 | |
| | Number of accessions analyzed | Perform diversity analysis of completely gathered vegetative parameters | | | | | | | |
| | Number of powerpoint presentation | Prepare powerpoint | 2 | 2 | 9 | 5 | 5 | 4.67 | |

| | | | | | | | | | |
|------------------------------|---|--|------------------------------|-----|------|---|---|---|------|
| | prepared | | | | | | | | |
| | Number of reports submitted | Prepares research report | 2 | 7 | | 5 | 5 | 5 | 5 |
| | Number of posters prepared | Prepares research posters | 2 | 1 | | 4 | 5 | 5 | 4.67 |
| | | | | | | | | | |
| Others: | All interior decoration activities of the center (e.g. booth, exhibits, etc.) | Perform interior decoration for the center | 100% of activities performed | 115 | | 5 | 5 | 5 | 5 |
| | No. of center committee membership assignment | Perform center committee membership assignments | | 5 | | 5 | 5 | 5 | 5 |
| | Number of center-based reports, powerpoint presentations and other documents prepared and submitted | Perform function of administrative assistant of the center | 5 | 4 | | 4 | 5 | 5 | 4.67 |
| | | | | | | | | | |
| | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | |
| | Ave. Rating (Total Over-all rating divided by 4) | | | | | | | | |
| | Additional Points: | | | | | | | | |
| | Punctuality | - | | | | | | | |
| | Approved Additional points (with copy of approval) | - | | | | | | | |
| | FINAL RATING | | | | 4.89 | | | | |
| | ADJECTIVAL RATING | | | | "0" | | | | |
| | | | | | | | | | |

Comments & Recommendations for Development Purposes:

He is resourceful and can work efficiently w/out supervision. keep it up!

Evaluated and Rated by:

ROMEL B. ARMECIN

Director

Date: 07/10/2024

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Date: 07/18/2024

Approved by:

MARIA JULIET C. CENIZA

Vice President for RE & I

Date: 07/18/2024

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **FELIX L. OCON**


| Task No. | Task Description | Expected Output (1-year) | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|---|---|--------------------------|--|-----------------------------|--------------------------|--------------------|---------------------------------|---|
| MFO1: Research and Extension Support Services (Research: At least 90% of total tasks) | | | | | | | | |
| 1 | No. of days for field visit and diseased incidence monitoring | 60 | Weekly visit at scheduled | | 80 | Very Impressive | O | He is resourceful and can work efficiently without supervision. Keep it up! |
| 2 | No. of germplasm areas/size of experimental areas maintained | 1 | July, 2022 | Dec. 30, 2023 | 1.75 | Very Impressive | O | |
| 3 | No. of accessions collected | 10 | As scheduled | | 28 | Very Impressive | O | |
| 4 | No. of tissue cultured abaca accessions potted and hardened | | | | | | | |
| 5 | No. of accessions planted/replanted in the germplasm area | 20 | July 1, 2023 | Dec. 31, 2023 | 20 | Very Impressive | O | |
| 6 | No. of accessions harvested and characterized | 20 | As flagleaf, when inflorescence and fruit/seed ready | | 37 | Very Impressive | O | |
| 7 | No. of hours spend for data encoding | 200 | As soon as data is available | | 125 | Very Impressive | O | |
| 8 | No. of accessions analyzed for diversity analysis | | | | | | | |

| | | | | | | |
|---------------------------------------|---|------|--|------|-----------------|---|
| 9 | No. of powerpoint presentation prepared | 2 | As scheduled | 2 | Very Impressive | O |
| 10 | No. of reports prepared | 2 | As schedules | 7 | Very Impressive | O |
| 11 | No. of posters prepared | 2 | | 1 | | |
| Others: (at least 10% of total tasks) | | | | | | |
| 12 | Performed interior decoration for the center | 100% | As assigned | 115% | Very Impressive | O |
| 13 | No. of center committee membership assignment | | As assigned | 5 | Very Impressive | O |
| 14 | No. of center-based reports, powerpoint presentation and other documents prepared and submitted | 5 | As scheduled (Qrtly prog. Report , RDE Semi-Annual Report, IFW, IPCRs) | 4 | Very Impressive | O |

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

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

Prepared by:


LUZ O. MORENO
 Study leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2023

Name of Staff: FELIX L. OCON

Position: Science Research Assistant

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 | | 60 | | | | |

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

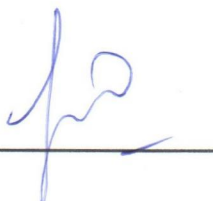
| B. Leadership & Management (For supervisors only to be rated by higher supervisor) | | Scale | | | | |
|--|---|-------|---|---|---|---|
| 1. | Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors | 5 | 4 | 3 | 2 | 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 | | 5.0 | | | | |

Overall recommendation : For renewal


LUZ O. MORENO
 Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX L. OCON**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: December 31, 2023

First Step:

1. Prepare periodic plan of activities and targets on "abaca germplasm collection and conservation"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: January 1, 2024 Target Date: June 30, 2024

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

- He is resourceful and can work efficiently without supervision. Keep it up!

Prepared by:


LUZ O. MORENO
Project Leader