

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : **GELBERTO P. VALDEVIESO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.380	70%	3.066
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.670	30%	1.401
			4.467

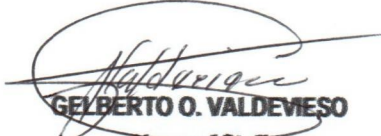
TOTAL NUMERICAL RATING : 4.467

Add: Additional Approved Points, if any :


TOTAL NUMERICAL RATING : 4.467

ADJECTIVAL RATING : Very Satisfactory

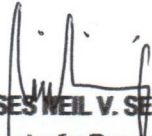
Prepared by:


GELBERTO O. VALDEVIESO
 Name of Staff

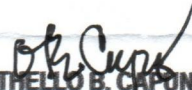
Reviewed by:


ROMEL B. ARMEJIN
 Office Head

Recommending Approval:


MOISES NEIL V. SERINO
 Director for Research

Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVESO, Administrative Aide III of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2019 to June 2019.

Alberca
ALBERTO P. VALDIVIESO

Rate

ROMEL B. ARMECIN
Unit Head

Unit Head

[illegible]

	No. of documents filed/photocopied								
	No. of faculty evaluation monitored/facilitated								
	No. of trips monitored	40	46						
	No. of vehicle and farm equipment maintenance monitored	10	10						
	No. of canvass and PO completed and served	6	6						

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by 4)	175/4
Additional Points:		
* Punctuality		
* Approved Additional points (with copy of approval)		
FINAL RATING		4.38
ADJECTIVAL RATING		15

Evaluated and rated by:

ROMEL B. ARMECIN
Unit Head

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Recommending Approval:

MOISES NEIL V. SERRINO
Director for Extension

Comments and Recommendations for Development Purposes:

Need to attend training on automotive repair & maintenance

Approved by:

OTHELLO B. CAPUNO
VP for Research & Extension

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2019

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Employee: **GELBERTO P. VALDEVIESO**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

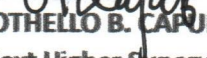
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Maintenance of Evo FARMER vehicles		Feb. 2019				
Coaching Discuss on proper maintenance of vehicles		March 2019				

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

Conducted by:

Noted by:


ROMEL B. ARMECIN
Immediate Supervisor


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : January - June 2019

Name of Staff : **GELBERTO P. VALDEVIESO**Position : **Admin. Aide III**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
1.	Demonstrate 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.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
1	Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
4	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
5	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score		50	12			
Average Score		4	67			

Overall recommendation :

[Signature]
ROMEL B. ARMECIN
 Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee : GELBERTO P. VALDEVIESO
Performance Rating : _____

Aim: To enhance the skills in safety driving and trouble shooting of vehicle engine.

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

Date: January 2019 **Target Date:** within 2nd Quarter 2019

First Step:
Attend training on basic trouble shooting in vehicles.

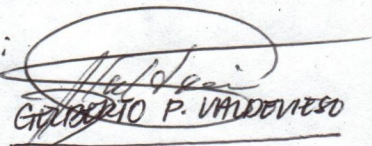
Result:
Attended the seminar, learned, and experienced trouble shooting of vehicles.

Date: April 2019 **Target Date:** within 2nd Quarter 2019

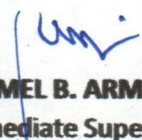
Next Step:
Practice safety driving.

Outcome:
Improved driving skill and knowledge on trouble shooting in vehicles

Final Step/Recommendation:
Continue to learn through actual trouble shooting and refresh knowledge on road safety.

Conforme: 
GELBERTO P. VALDEVIESO
Rata

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor