



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2020

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.77

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONIO Y ABAYABAY

Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA

Director

Approved:

Othello B. Capuno

Vice President, Research, Extension & Innovation



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 July to December 2020

ANTONIO Y. ABAYABAY
Admin. Aide VI

MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishments	Details of Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	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	100.00%	100% customer friendly	5	5	4	4.67	
	Efficient office management and maintenance	A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	Prepares/encodes/ prints research/ extension reports and budget	6	200.00%	12	4	5	5	4.67	
			Assists/encodes/ prints research proposals on coconut	2	200.00%	4	5	5	4	4.67	
			Prepares powerpoint presentation, layout backdrop and welcome tarp	2	500.00%	10	5	5	5	5.00	
			Prepares/encodes OPCR/IPCR	1 OPCR; 10 IPCR	108.33%	13	4	4	5	4.33	
			Prepares Workloads,, class schedule	6	200.00%	12	5	5	5	5.00	

		Prepares/prints communication and notice of meetings	6	250.00%	15	5	5	5	5.00	
		Prepares/prints project/study leaders appointment	5	300.00%	15	5	5	5	5.00	
		Scans/prints documents (MOA/MOU.	15	133.33%	20	5	5	5	5.00	
		Sorts/consolidates documents for filing	150	200.00%	300	5	5	5	5.00	
		Downloads/prints office e-mail sent/receives.	50	400.00%	200	5	5	5	5.00	
		Entertains coconut farmers/clients and visitors	10	140.00%	14	5	5	5	5.00	
		Assists and help facilitates RDE In-house Review and Planning Workshop	1	200.00%	2	5	5	5	5.00	
Average Rating		4.872							4.872	
Punctuality										
Approved Additional Points (w/ copy of Approval)										
FINAL RATING		4.872								
ADJECTIVAL RATING		outstanding								
			Comments and Recommendations for Development Purpose:							
			May improve on file organization + system.							

Evaluated by:

MARIA JULIET C. CENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

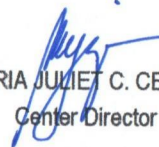
Name of Employee: ANTONIO Y. ABAYABAY

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 11 research/ extension reports and budget	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
3	Assists/helps facilitates training	Assists/helps facilitates 2 trainings	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares 10 powerpoint presentation, layout backdrop and welcome tarp	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/12 IPCR	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
8	Prepares/prints communication and notice of meetings	Prepares/prints communication and notice of meetings	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
9	Prepares/prints project/study leaders appointment	Prepares/prints project/study leaders appointment	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	1

11	Sorts/consolidates documents for filing	Sorts/consolidates 450 documents for filing	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates planning Workshop	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
15	Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	Prepares/prints project/ study reports for RDE In-house Review and Planning Workshop	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	

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

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


MARIA JULIET C. CENIZA
Center Director



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

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 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

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						

Overall recommendation : _____

MARIA JULIET C. CENIZA
Printed Name and Signature of Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: JULY to DECEMBER 2020

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

Name of Officer : **ANTONIO Y. ABAYABAY**

Head of Section : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Filing system	√	√			
Coaching filing of documents	√	√			

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

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2020

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: August 1, 2020 Target Date: Third Quarter

First Step: _____

Conduct review of the essential customer service skills
as a frontliner (Administrative Aide VI) of NCRC-V.

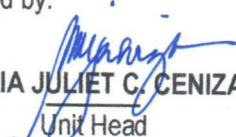
Date: September, 2020 Target Date: Fourth Quarter

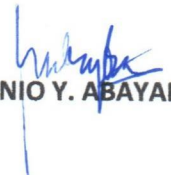
Next Step: _____

Outcome: _____
Efficient and customer friendly frontline services.

Final Step/Recommendation: _____

Attend webinars on Personal Development

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conform:

ANTONIO Y. ABAYABAY