



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: MARK ANTHONY CINCO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.820

TOTAL NUMERICAL RATING: 4.820

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.820

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARK ANTHONY T. CINCO
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, **MARK ANTHONY T. CINCO**, **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 2022 to December 2022.

MARK ANTHONY T. CINCO

Ratee

Date: _____

Recommending Approval: _____

LUZ O. MORENO

Project/Study Leader

Date: _____

ROMEL B. ARMECIN

Head of Unit

Date: _____

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	No. of parental materials monitored	Monitoring of flowering	40	40	4	5	5	4.67	
	No. of crosses performed	Hybridization/Pollination	15	20	5	5	5	5	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	500	651	5	5	5	5	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	400	400	5	5	4	4.67	
	No. of hybrid seedlings transplanted	Field transplanting	60	75	5	5	5	5.0	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	100	100	5	5	4	4.67	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	1	2	4	5	5	4.67	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	30	20	4	5	5	4.67	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target		RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
Others:		Serve as resource person on	1	100% of techniques performed	5	5	5	5	
		hybridization technique of abaca							
Total Over-all Rating								4.87	
	Ave. Rating (Total Over-all rating)			4.87	Comments & Recommendations for Development Purposes: works excellently w/ supervision. Very accommodating and relates well with colleagues keep it up!				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	FINAL RATING			4.87					
	ADJECTIVAL RATING			" Outstanding "					

Evaluated and Rated by:

ROMEL B. ARMECIN

Director

Date: _____

Recommending Approval:

for ROSA OPHELIA D. VELARDE

Director for Research

Date: 1/19/23

Approved by:

for MARIA JULIET C. CENIZA

Vice President for RE & I

Date: 1/19/23

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARK ANTHONY T. CINCO**

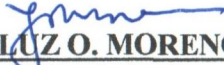
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of parental materials monitored	40	July. 1, 2022	Dec. 31, 2022	40	Very Impressive	O	Works excellently without supervision. Very accommodating and relates well with co-workers. Keep it up!
2	No. of crosses performed	15	Monthly activity		20	Very Impressive	O	
3	No. of seeds harvested	500	July. 1, 2022	Dec. 31, 2022	600	Very Impressive	O	
4	No. of hybrid seedlings maintained	400	July. 1, 2022	Dec. 31, 2022	400	Very Impressive	O	
5	No. of selected hybrid seedlings maintained	60	July. 1, 2022	Dec. 31, 2022	75	Very Impressive	O	
	No. of hybrid seedlings transplanted	100	July. 1, 2022	Dec. 31, 2022	100	Very Impressive	O	
6	No. of promising ABTV resistant hybrids selected	1	July. 1, 2022	Dec. 31, 2022	2	Very Impressive	O	
7	No. of hybrid progenies harvested	30	July. 1, 2022	Dec. 31, 2022	30	Very Impressive	O	

Others: (at least 10% of total tasks)							
8	Served as resource person on hybridization technique of abaca	1	As assigned	100%	Very Impressive	O	
9	Number of assisted visitors		As scheduled				
10	Number of attended meetings and seminars		As scheduled				

* 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 November 30, 2022

Name of Staff: MARK ANTHONY CINCO Position: Science Research Assistant

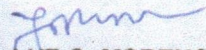
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		53				
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		4.82				

Overall recommendation : OUTSTANDING


LUZ O. MORENO
 Proj./Study Leader

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.

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No. 23-1PEAS-04

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARK ANTHONY T. CINCO**

Signature: _____

Performance Rating: **OUTSTANDING**

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

Proposed Interventions to Improve Performance:

Date: January 1, 2022

Target Date: June 30, 2022

First Step:

1. Prepare periodic plan of activities and targets on "development of new high yielding and disease resistant abaca hybrids"
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: July 1, 2023

Target Date: December 31, 2023

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:

- Works excellently without supervision. Very accommodating and relates well with co-workers. Keep it up!

Prepared by:


LUZ O. MORENO
Project Leader