



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: GELBERTO P. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: 4.52

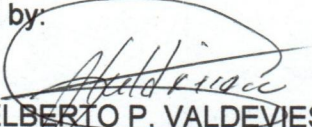
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.52


FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Very Satisfactory

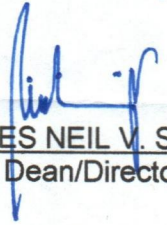
Prepared by:


GELBERTO P. VALDEVIESO
Name of Staff

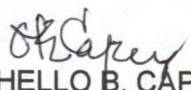
Reviewed by:


ROMEL B. ARMECIN
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean/Director

Approved:

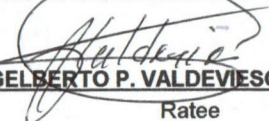

OTHELLO B. CAPUNO
VP, Research & Extension

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, 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 July to December, 2019.


GELBERTO P. VALDEVIESO
Ratee


ROMEL B. ARMECIN
Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 6	General Admin. & Support Services	PI 1: No. of staff supervised and monitored									
		PI 2: No. of meetings conducted									
		PI 3: No. of letters/ memos issued									
		PI 4: No. of reports/ documents submitted									
		PI 5: No. of documents reviewed/ signed									
		PI 6: Amount of funds generated outside VSU									
		PI 7: No. of IGP/STF's supervised									
		PI 9: Additional outputs									
		Efficient and customer-friendly frontline service	Entertains clients and / or refers clients to appropriate technical staff for his/her concerns	zero complaints	zero complaints		4	5	5	4.7	
		No. of trips monitored	Conducts research staff to their travel destinations and visitors/trainees within VSU main campus	40	49		5	5	5	5.0	
		No. of vehicle and farm equipment maintenance monitored	Maintains vehicle and farm equipment to keep them in running condition	10	10		4	4	4	4.0	

		No. of canvass and PO completed and served	Canvass supplies/ materials for the vehicle and for the eco-farm	6	8		5	4	4	4.3	
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Total Over-all Rating	Ave. Rating (Total Over-all rating divided by __)		180/4
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		4.50
	ADJECTIVAL RATING		VS

Evaluated and rated by:

ROMEL B. ARMECIN
Unit Head

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

Recommending Approval:

MOISES NEIL V. SERIÑO
Director for Extension

Comments and Recommendations for Development Purposes:

Relevant training on trouble shooting of vehicles and farm equipment

Approved by:

OTHELLO B. CAPUNO
VP for Research & Extension

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July-December 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 Office vehicle and farm equipment	July 2019				
Coaching	one-on-one deliberation on how to efficiently maintain vehicle	August 2019				

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

Conducted by:

Noted by:

[Signature]
ROMEL B. ARMECIN
 Immediate Supervisor

[Signature]
OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

IT IS THE POLICY OF THE
 POLICE DEPARTMENT



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: GILBERTO P. VALDEVIESO Position: Administrative Aide III

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

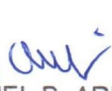
Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score					
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	55				
Average Score	4.58				

Overall recommendation : _____


ROMEL B. ARMECIN
Head of Office

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 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: July 2019 **Target Date:** 3rd Quarter 2019

First Step:

Attend training on basic trouble shooting in vehicles.

Result:

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

Date: October 2019 **Target Date:** 4th Quarter 2019

Next Step:

Practice safety driving.

Outcome:

Improved driving skill and knowledge on trouble shooting in vehicles

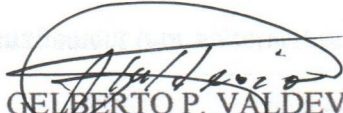
Final Step/Recommendation:

Continue to learn through actual trouble shooting and refresh knowledge on road safety.

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor

Conforme:


GELBERTO P. VALDEVIESO
Name of Ratee Faculty/Staff