



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **CIELO F. SEÑARA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.954

TOTAL NUMERICAL RATING: **4.954**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.954**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

CIELO F. SEÑARA
Name of Staff

ROMEL B. ARMECIN
NARC, Director

Recommending Approval:

ROMEL B. ARMECIN
NARC, Director

Approved:

MARIA JUNET C. CENIZA
VP for Research, Extension & Innovation

"Exhibit B"

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CIELO F. SEÑARA**, *Administrative Aide III* 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 **January 2023 to June 2023**.

CIELO F. SEÑARA

Ratee

Approved:

ROMEL B. ARMECIN

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension									
Admin. & Support Services									
Preparation of:	Number of trip tickets prepared	Trip tickets	10	31	5	5	5	5.00	
	Number of RIS prepared	Requisition Issue Slip (RIS)	10	22	5	5	5	5.00	
	Number of TO prepared	Travel Orders (TO)	10	74	5	5	5	5.00	
	Number of Itinerary of Travel	Itinerary of Travel	2	14	5	5	5	5.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	2	7	5	5	5	5.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	1	4	5	5	5	5.00	
	Number of cash advances/Petty Cash prepared	Cash Advances/Petty Cash	4	14	5	5	5	5.00	
	Number of liquidations prepared	Liquidation Report	4	5	5	5	4.5	4.89	
	a. Cash advance of accountable officer							-	
	b. Travel							-	

	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	30	5	5	5	5.00	
	Number of Payrolls prepared	Payroll prepared	60	100	5	5	5	5.00	
	Number of application for leave prepared	Application for Leave	8	15	5	5	5	5.00	
	Number of appointments/contracts prepared	Appointments/Contracts	30	31	5	5	5	5.00	
	Number of PRs	Purchase Request (PR)	30	34	5	5	5	5.00	
	Number of OR/BUR	Obligation Request (OR)/ Budget Utilization Request (BUR)	30	100	5	5	5	5.00	
	Number of DVs	Disbursement Voucher (DV)	30	62	5	5	5	5.00	
	Number of IARs prepared	Inspection & Acceptance Report	15	28	5	5	5	5.00	
	Number of claims/ reimbursements prepared	Claims/Reimbursements	30	46	5	5	5	5.00	
	Job order/requests prepared	Job order/requests	4	6	5	5	5	5.00	
	Number of accomplishment report prepared	Accomplishment Reports	30	100	5	5	5	5.00	
Attendance to meetings	Number of hours	Meetings attended	5	6	5	5	4.5	4.83	
Attendance to seminar/ trainings/ workshops/ conference	Number of days of attendance	Trainings/seminar workshops/conference attended	1	1	5	5	4.5	4.83	
PMS Reports/Forms	Number of contracts prepared	PMS contracts prepared	4	6	5	5	5	5.00	
Messengerial	Number of documents submitted/retrieved	Documents submitted/retrieved for processing and follow-up	30	50	5	5	5	5.00	
Photocopying/mimeographing/ printing services	Number of copies	Documents photocopies/Mimeographed	500	1000	5	5	5	5.00	

Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	1	1	5	5	4.5	4.83	
Information & Technology	Number of installations done	Client System Installation	1	1	5	5	4.5	4.83	
	- virus detection and removal		1	1	5	5	4.5	4.83	
	- backing-up of data files		1	1	5	5	4.5	4.83	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	20	40	5	5	5	5.00	
Alay Linis	No. of alay linis attended	Attend alay linis	1	2	5	5	5	5.00	
Total Over-all Rating								4.96	

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose:

Always on time and needs very minor supervision

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN
Director, NARC

Date: _____

ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

MARIA JULIET C. CENIZA
VPREI

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **CIELO F. SEÑARA**

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
Preparation of:								
1	No. of trip tickets prepared	10	Jan 1, 2023	June 30, 2023	31	Very Impressive	O	Always on time and needs very minor supervision.
2	No. of RIS prepared	10	Jan 1, 2023	June 30, 2023	22	Very Impressive	O	
3	No. T.Os prepared	10	As scheduled		74	Very Impressive	O	
4	No. of Itinerary of travel	2	As schedule		14	Very Impressive	O	
5	No. of certificates of travel completely prepared	2	As scheduled		7	Very Impressive	O	
6	No. of certificates of travel completed (CTC) prepared	1	As scheduled		4	Very Impressive	O	
7	No. of cash advances prepared	4	As scheduled		14	Very Impressive	O	
8	No. of liquidations report prepared	4	As per request upon completion of travel		5	Very Impressive	O	
9	a. No. of cash advance of accountable officer							

	b. Travel						
10	No. of DTRs/CSR prepared	6	Jan 1, 2023	June 30, 2023	30	Very Impressive	O
11	No. of payrolls prepared	60	Jan 1, 2023	June 30, 2023	100	Very Impressive	O
12	No. of application leave prepared	8	As per request		15	Very Impressive	O
13	No. of appointments/contract prepared	30	Jan 1, 2023	June 30, 2023	31	Very Impressive	O
14	No. of PRs	30	Jan 1, 2023	June 30, 2023	34	Very Impressive	O
15	No. of OR/BUR	30	Jan 1, 2023	June 30, 2023	100	Very Impressive	O
16	No. of DVs	30	Jan 1, 2023	June 30, 2023	62	Very Impressive	O
17	No. of IARS prepared	15	Jan 1, 2023	June 30, 2023	28	Very Impressive	O
18	No. of claims/reimbursements prepared	30	As per request		46	Very Impressive	O
19	Job order/requests prepared	4	Jan 1, 2023	June 30, 2023	6	Very Impressive	O
20	No. of PDS prepared/updated	-	As per request		-		
21	No. of accomplishment report prepared	30	Jan 1, 2023	June 30, 2023	100	Very Impressive	O
22	No. of VAT prepared						
23	No. of hours/days attended to meetings	5	As scheduled		6	Very Impressive	O
24	No. of hours/days attended to seminars/trainings/workshop/conferences	1			1		
25	No. of contracts prepared	4	As scheduled		7	Very Impressive	O

26	No. of documents submitted/retrieved	30	As scheduled		50	Very Impressive	O	
27	No. of copies photocopied/printed	500	Jan 1, 2023	June 30, 2023	1000	Very Impressive	O	
28	No. of committee assignments	1	As per request		1	Very Impressive	O	
29	No. of installation done - Virus detection and removal - Backing-up of data files	1 1 1	As per request		1 1 1	Very Impressive Very Impressive Very Impressive	O O O	
30	No. of hours meetings, seminars/training and classes observed	20	As scheduled		40	Very Impressive	O	
31	No. of "Alay Linis" attended	1	As per request		2	Very Impressive	O	

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

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

Prepared by:


ROMEL B. ARMECIN
NARC, Director



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

Name of Staff: CIELO F. SEÑARA

Position: Admin 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 <u>his</u> /her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits <u>himself</u> /herself to help attain the targets of <u>his</u> /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 his work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his 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					
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 : _____

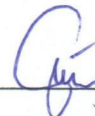

ROMEL B. ARMECIN
 Name of Head/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CIELO F. SEÑARA**

Performance Rating: **OUTSTANDING**

Signature: _____



Aim: **To have a smooth office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

-
- To act as chairman in assigned committee
 - To maintain the working efficiency of office equipment
 - Facilitate in the production of office documents

Result:

-
- Well-organized committee outputs
 - Effective and efficient office equipment
 - Well-facilitated office documents
-

Date: January 1, 2023

Target Date: June 30, 2023


Next Step: Assist the director in the conduct of the center's activities and render overtime if necessary.

Outcome: effective and efficient office operation

Final Step/Recommendation:

- Needs to participate on training related to data base management.

Prepared by:


ROMEL B. ARMECIN
Unit Head