



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2023**

Annex P

Name of Administrative Staff: DAVE PETER JAYME

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.778	70%	3.344
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
TOTAL NUMERICAL RATING			4.819

TOTAL NUMERICAL RATING: 4.819

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.819

FINAL NUMERICAL RATING 4.819

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

DAVE PETER JAYME
Name of Staff

MARISELA A. LEORNA
NCRC Director

Approved:

MARIA JULIET C. CENIZA
Vice President



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, DAVE PETER JAYME, Admin Aide I 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 2023

DAVE PETER JAYME
 Admin. Aide I

12/15/2023

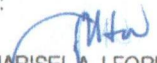
MARISAL A. LEORNA
 Director, NCRC-V

Date: *12/18/2023*

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	5	5.00	
	Efficient office management and maintenance		Maintain the cleanliness and orderliness of NCRC-V rooms/office	12 rooms cleaned	133.33%	16 rooms cleaned	5	5	5	5.00	
			Maintain the cleanliness of the NCRC-V comfort rooms	4 comfort rooms	100.00%	4 comfort rooms	4	5	5	4.67	
			Maintain the ornamental plants and landscape around NCRC building	Daily	100.00%	Daily	4	5	5	4.67	
			Deliver / retrieve / process / follow up office documents (i.e. vouchers, payrolls, TOs, PRs, PPMP, etc)	300	150.00%	450	5	5	5	5.00	
			Open and close the NCRC building	Daily	100.00%	Daily	4	5	4	4.33	
										4.778	

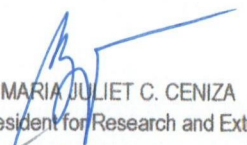
Average Rating		Comments and Recommendations for Development Purpose: <i>Very Industrious</i>							
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated by:


 MARISEL A. LEORNA
 Center Director

Date: *12/18/2023*

Approved:


 MARIA JULIET C. CENIZA
 Vice President for Research and Extension
12/20/2023

PERFORMANCE MONITORING FORM

Name of Employee: DAVE PETER JAYME

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	Maintain the cleanliness and orderliness of NCRC-V rooms/office	16 rooms well maintained / cleaned / arranged rooms	July 2023	December 2023	July - Dec 2023	Impressive	Outstanding	
2	Maintain the cleanliness of the NCRC-V comfort rooms	4 cleaned NCRC-V comfort rooms	July 2023	December 2023	July - Dec 2023	Impressive	Outstanding	
3	Maintain the ornamental plants and landscape around NCRC building	Well maintained ornamental plants and landscape around NCRC building	July 2023	December 2023	July - Dec 2023	Impressive	Outstanding	
4	Deliver / retrieve / process / follow up office documents (i.e. vouchers, payrolls, TOs, PRs, PPMP, etc)	450 sets of documents delivered / retrieved / processed / followed up (i.e. vouchers, payrolls, TOs, PRs, PPMP, etc)	July 2023	December 2023	July - Dec 2023	Impressive	Outstanding	
5	Open and close the NCRC building	Opened and closed the NCRC building (morning and evening)	July 2023	December 2023	July - Dec 2023	Impressive	Outstanding	

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

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


MARISEL A. LEORNA
 Center Director



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: DAVE PETER JAYME Position: Admin Aide I


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						

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 : _____


MARISEL A. LEORNA
 Printed Name and Signature
 Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2023

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

Name of Employee : **DAVE PETER JAYME**

Head of Section : **MARISEL A. LEORNA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Office/building cleanliness	√	√			
Coaching Office documents tracking	√	√			

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

Conducted by:

MARISEL A. LEORNA

Immediate Supervisor

Noted by:

ROSA OPHELIA D. VELARDE

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
July to December 2023

Name of Employee: DAVE PETER JAYME
Performance Rating: OUTSTANDING

Aim: To become and effective and efficient Administrative Aide worker

Proposed Interventions to Improve Performance:

Date: July 10, 2023 Target Date: July 14, 2023

First Step:

Enjoin him to review the 5s of housekeeping through online resources.

Result:

It further enhanced his knowledge in good housekeeping as applied in the office.

Date: August 7, 2023 Target Date: August 14, 2023

Next Step:

Put into practice the following elements of good housekeeping in office settings:

- ☐ Sorting of office documents
- ☐ Set in order
- ☐ Shining or cleaning up the work area
- ☐ Standardize
- ☐ Sustain

Outcome: Clean and organized work\place


Final Step/Recommendation:

Participate in office-related webinars on office improvements (i.e. Document Tracking System)

Prepared by:


MARISELA LEORNA
Director, NCRC-V

Conforme:


DAVE PETER JAYME
Name of Ratee