



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.36	70%	3.052
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	30%	1.125
<b>TOTAL NUMERICAL RATING</b>			<b>4.177</b>


TOTAL NUMERICAL RATING: **4.177**

Add: Additional Approved points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.177**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

  
**EDWIN V. BAGARINAO**  
Name of Staff

Reviewed by:

  
**ROBELYN T. PIAMONTE**  
NARC, Director

Recommending Approval:

  
**ROBELYN T. PIAMONTE**  
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, **EDWIN BAGARINAO**, *Administrative Aide I* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 2021 to June 2021**.

  
**EDWIN BAGARINAO**  
Ratee

Approved:   
**ROBELYN T. PIAMONTE**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO5: Research &amp; Extension Admin. &amp; Support Services</b>									
No. of abaca technologies fabricated, disseminated and distributed	No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)	Production of abaca power machine: No. of machining of bushings No. of machining of shaftings No. of threading of shaft for adjuster No. of machining & fitting of pulleys No. of drilling of holes No. of cutting of angle bars No. of cutting & folding of GI pipe No. of cutting of steel plate No. of grinding of parts No. of welding No. of assembling of parts No. of painting No. of machine testing	20 20 20 20 15 40 40 55 10 10 20 20 3	20 21 20 20 15 40 41 55 11 11 22 20 4	3 4 4 4 4 4 4 3 3 4 4 4 3	5 5 5 5 5 5 5 5 5 5 5 5 5	5 5 4 4 4 4 4 4 4 5 4 5 5	4.73 4.67 4.33 4.33 4.33 4.67 4.33 4.80 4.73 4.73 4.33 4.67 4.67 4.33	
<b>Total Over-all Rating</b>								4.76	

Ave. Rating (Total Over-all rating)		
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.36
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendation for  
Development Purpose:

His knowledge on machines  
was exemplary. Skillful  
and hardworking. Recommended  
for a regular position.

Evaluated & Rated by:

Recommending Approval:

Approved by:

ROBELYN T. PIAMONTE  
Director, NARC  
Date: 24 June 2021

ROSA OPHELIA D. VELARDE  
Director for Research  
Date: \_\_\_\_\_

MARIA JULIET C. CENIZA  
OVPREI  
Date: June 30, 2021



## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **EDWIN V. BAGARINAO**

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
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	20	Jan. 1, 2021	Feb. 28, 2021	20	Impressive	VS	His knowledge on machines was exemplary. Skillful and hardworking. Recommended for a regular position.
2	No. of machining of shaftings	20	Jan. 1, 2021	Feb. 28, 2021	21	Very Impressive	O	
3	No. of threading of shaft for adjuster	20	Jan. 1, 2021	Feb. 28, 2021	20	Impressive	VS	
4	No. of machining and fitting of pulleys	20	Jan. 1, 2021	Feb. 28, 2021	20	Impressive	VS	
5	No. of drilling of holes	15	March. 1, 2021	Apr. 30, 2021	15	Impressive	VS	
6	No. of cutting of angle bars	40	March. 1, 2021	Apr. 30, 2021	40	Very Impressive	O	
7	No. of cutting and folding of GI pipe	40	March. 1, 2021	Apr. 30, 2021	41	Impressive	VS	
8.	No. of cutting of steel plate	55	March. 1, 2021	Apr. 30, 2021	55	Impressive	VS	

9	No. grinding of parts	10	March. 1, 2021	Apr. 30, 2021	11	Impressive	VS	
10	No. of welding	10	May. 1, 2021	June 30, 2021	11	Impressive	VS	
11	No. of assembling of parts	20	May. 1, 2021	June 30, 2021	20	Impressive	VS	
12	No. of painting	20	May. 1, 2021	June 30, 2021	20	Very Impressive	O	
13	No. of machine testing	3	May. 1, 2021	June 30, 2021	4	Impressive	VS	

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

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

Prepared by:

  
**ROBELYN T. PIAMONTE**  
 NARC, Director





"Exhibit O"

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2021**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **ADMIN AIDE 1**

**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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	<u>3</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>3</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>3</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	<u>3</u>	2	1
12.	Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score		45				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

**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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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		3.75				

Overall recommendation : VERY SATISFACTORY

  
**ROBELYN T. PIAMONTE**  
 Name of Head/Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**  
Performance Rating: **VERY SATISFACTORY**

Signature:  \_\_\_\_\_

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: June 30, 2021

First Step:

- 
- Cutting of shafting, angle bars and flat bars
  - Machining of bushings, shaftings, and steel plate
  - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: July 1, 2021 Target Date: December 31, 2021

Next Step:


- Assist project leader in machine testing and operation.

Outcome: Comprehensive data on machine evaluation

Final Step/Recommendation:

His knowledge on machines was exemplary. Skillful and hardworking.  
Recommended for a regular position.

Prepared by:

  
**ROBELYN T. PIAMONTE**  
Unit Head