



**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	4.31	70%	3.017
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.466</b>

TOTAL NUMERICAL RATING: **4.466**

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

TOTAL NUMERICAL RATING: **4.47**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

**EDWIN V. BAGARINAO**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
NARC, Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director, Research

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President of R, E & I

I, **EDWIN BAGARINAO**, *Administrative Aide I* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2020 to December 2020**.

Ratee

**FELICIANO G. SINON**

Head of Unit

[illegible]

Ave. Rating (Total Over-all rating)		4.31
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.31
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendation for  
Development Purpose:

He is skillful, hardworking  
↓ recommended for  
permanency.

Evaluated & Rated by:

Recommending Approval:

Approved by:

FELICIANO G. SINON  
Director, NARC

Date: \_\_\_\_\_

JOSE L. BACUSMO  
Director of Research

Date: \_\_\_\_\_

OTHELLO B. CAPUNO  
Vice President for R,E and I

Date: \_\_\_\_\_



## 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	July 1, 2020	August 30, 2020	24	Impressive	VS	Keep up the good job.
2	No. of machining of shaftings	20	July 1, 2020	August 30, 2020	21	Impressive	VS	
3	No. of threading of shaft for adjuster	20	July 1, 2020	August 30, 2020	21	Impressive	VS	
4	No. of machining and fitting of pulleys	20	July 1, 2020	August 30, 2020	21	Impressive	VS	
5	No. of drilling of holes	15	Sept. 1, 2020	Oct. 31, 2020	16	Impressive	VS	
6	No. of cutting of angle bars	40	Sept. 1, 2020	Oct. 31, 2020	42	Very Impressive	O	
7	No. of cutting and folding of GI pipe	40	Sept. 1, 2020	Oct. 31, 2020	42	Impressive	VS	
8.	No. of cutting of steel plate	55	Sept. 1, 2020	Oct. 31, 2020	55	Impressive	VS	

9	No. grinding of parts	10	Sept. 1, 2020	Oct. 31, 2020	11	Very Impressive	O	
10	No. of welding	10	Nov. 1, 2020	Dec. 31, 2020	11	Impressive	VS	
11	No. of assembling of parts	20	Nov. 1, 2020	Dec. 31, 2020	21	Impressive	VS	
12	No. of painting	20	Nov. 1, 2020	Dec. 31, 2020	21	Very Impressive	O	
13	No. of machine testing	3	Nov. 1, 2020	Dec. 31, 2020	4	Impressive	VS	

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

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

Prepared by:

  
**FELICIANO G. SINON**  
 NARC, Director





"Exhibit O"

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December, 2020**

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<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.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>4</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		58				

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		4.83				

Overall recommendation : OUTSTANDING

  
**FELICIANO G. SINON**  
 Name of Head/Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**  
Performance Rating: **OUTSTANDING**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

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: Jan.1, 2021 Target Date: June 30, 2021

Next Step:

- Assist project leader in machine testing and operation.

Outcome: Comprehensive data on machine evaluation

Final Step/Recommendation:

He is skillful, hardworking and recommended for permanency.

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head