

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: _____

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING: .

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ANDREO P. VILLOINO
Name of Staff

Reviewed by:

ULYSSES A. CAGASAN
Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
VP, Instruction

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ANDREO P. VILLOCINO, Administrative Aide III of the Department of Agronomy, 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 to June 2019.

ANDREO P. VILLOCINO
Administrative Aide III
Date: Jan 28 2019

ULYSSES A. CAGASAN
Head, Department of Agronomy
Date: _____


MFO No.	MFO Description	Success Indicator (SI)	%	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPI MFO 1. Administrative and Facilitative Services											
		Number of trips/travels made			20	35	5	5	5		
		Number of repairs and maintenance made on DOA vehicle and equipment		Maintains and does minor repairs of the DOA vehicle, tractor, grass cutter and sprayers	6	10	5	4.8	4.8		
		Number of DOA classrooms, lawn and buildings premises cleaned and maintained		Cleans and maintains DOA classrooms and its premises	6	12	5	5	4.5		
Total Over-all Rating											
Average Rating							5.00	4.93	4.77	4.90	
Adjectival Rating								OUTSTANDING			

Comments and Recommendations for Development Purpose:

Add trainings to improve skill not only in driving vehicle but also some other related activities in the experimental area

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

Evaluated and Rated by:


ULYSSES A. CAGASAN

Head, Department of Agronomy

Date: _____


Recommending Approval:


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____
 Name of Staff: _____ Position: _____

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		47				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	NA				
Average Score	3.91				

Overall recommendation : _____


ULYSSES A. CAGASAN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANDREO P. VILLOCINO
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 28, 2019

Target Date: December 2019

First Step:

To attend trainings and seminars to improve skills and be able to assess TESDA-
related courses

Result:

Attended trainings & improved skills

Date: January 2020

Target Date: December 2020


Next Step:

To enhance skills other than being a driver


Outcome: Improved skills

Final Step/Recommendation:

Prepared by:


ULYSSES A. CAGASAN
Unit Head

Conforme:


ANDREO P. VILLOCINO
Name of Ratee Faculty/Staff