COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIO A. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.62	70%	3.234
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.416
	TOTAL N	UMERICAL RATING	4.694

TOTAL NUMERICAL RATING:

4.694

Add: Additional Approved points, if any:

wall recommend

TOTAL NUMERICAL RATING:

4.694

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ELIX L. OCON

Name of Staff

Reviewed by:

FELICIANO G. SINON
Department Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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)	>	,	Scal	е	
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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	
4.	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	
5.	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	
6.	Keeps accurate records of her work which is easily retrievable when needed.	5)	4	3	2	
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	
8	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	
9	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	
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	-
1.	Willing to be trained and developed	5	4	3	2	
	Total Score					
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	9	

	Average Score		4	1.7	V	
	Total Score		C	52		
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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.	3	4	3	2	
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.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	3	4	3	2	

Overall	recommendation
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GWKJANOM6

LUZ O. MORENO Project Leader/Study Leader

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide of the National Abaca Research Center-Visavas 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 July 2017 to December 2017

IARIO A. VALENZONA

Recommending Approval: LUZ O. MORENO

Luz o. MORENO Project/Study Leader

Approved FELICIANO G. SINON Head of Unit

Daller		Lightword reader	The same of the sa	ricad of ornit	-	-	-	-	
MFO & Performance	Success Indicators	Tack Assigned	Tarnet	Actual		RA	RATING		Remarks
Indicators (PI)	9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	De Brook voor	John Tolling	Accomplishments	ā	E ²	£_	A.	
MFO2: Research		Research: At least 90% of total tasks							
Services				0.1000					
Field Evaluation	Field Evaluation Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	917	5	7	4	4.63	
	of promising abaca accessions potted	promising abaca accessions							
	and hardened for field evaluation in another area								
	Number of missing hills replanted	Replant missing hills	100	273	6	4	4	4.67	
	Number of laborers supervised in all	Supervise laborers in all research	2	S	7	L	77	七つか	
	research related activities	related activities							
	Number of reports prepared	Research report prepared		Samuel Officers	3	4	7	3.67	
		Others: At least 10% of total tasks							
Others:	Number of center related activities assisted	Assist in center related activities (booth	-	2	5	77	4	4.67	
								3	
	Number of center committee membership	Perform center committee membership		3	5	7	1	5	
	assignments	assignments							
	Set-up experimental area in VSU	Prepare area bycleaning and underbrushing.	1	C.	10	h	7	4.63	
		Lay-outing and digging of holes							
	a de la composition				1	1		7-1 33	
					1			×+.72	
					L				
	- Andrew Color for green programming and professional statement of the programming and the professional statement of the profe								

Number of laborers supervised in cleaning the VSU Supervised by Sir Capuno Campus A-6.22 A-6.22	The second secon	The second secon				
all Rating FINAL RATING ADJECTIVAL RATING Calibrated by: Calibrated by: Recommending Approval: Calibrated by: RemBERTO A PATINDOL Vice President Office Date: Date: Date:		Number of laborers supervised in cleaning the VSU	Supervise laborers in VSU cleaning	2		67.9
FINAL RATING ADJECTIVAL RATING ADJECTIVAL RATING Calibrated by: Recommending Approval: Approved by: Calibrated by: REMBERTO A PATINDOL Vice President Office Date: Date: Date:		campus	as requested by Sir Capuno			
FINAL RATING ADJECTIVAL RATING Calibrated by: Calibrated by: Recommending Approval: Approved by: Appr	Total Over-all Rating					23.75
ADJECTIVAL RATING Calibrated by: Recommending Approval: REMBERTO A PATINDOL Office Date: Date: Date:		FINAL RATING			V	4.62
Calibrated by: Recommending Approval: REMBERTO A PATINDOL Office Date: Date: Date:		ADJECTIVAL RATING			J WITHTHAN !	
PMT OTHER PATINDOL OTHER BECAPUNO Vice President Date:	Received by:	Calibrated by:	Recommending Approval:	App	proved by:	
Date:	Planning Office	REMBERTO A PATINDOL PMT	OTHELEC B. CAPUNO Vice President		EDGGRDO E. TULIN	
	Date:	Date:	Date:		Date:	-

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

MARIO A. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.62	70%	3.234
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.416
	TOTAL N	UMERICAL RATING	4.694

TOTAL NUMERICAL RATING:

4.694

Add: Additional Approved points, if any:

4.694

TOTAL NUMERICAL RATING:

OUTSTANDING

ADJECTIVAL RATING:

Prepared by:

Name of Staff

Reviewed by:

Departmen Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN President

"Exhibit O"

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: MARIO A. VALENZONA Position: Science Research Aide

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.

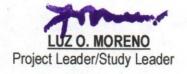
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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)		(Scal	е	
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	5	4	3	2	1
3.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	4	3	2	1
8	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
9	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
10	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
11.	Willing to be trained and developed	5	4	3	2	1
	Total Score			52		

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	2
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			52		
	Average Score			4.72	!	

Overall recommendation

Outstanding



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIO A. VALENZONA, Science Research Aide 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 July 2017 to December 2017.

Recommending Approval: LUZO. MORENO

Approved: FELICIANO G. SINON

Head of I Init

MFO & Performance	Success Indicators	Task Assigned	Target	Actual		RAI	RATING	7.	Domarke
Indicators (PI)				Accomplishments	ō	E ²	₂	A4	Nelliains
MFO2: Research		Research: At least 90% of total tasks							
Services						+			
Field Evaluation	Field Evaluation Number of tissue-cultured plantlets	Potted and hardened plantlets of	350	400	2	5	4	4.67	
	of promising abaca accessions potted	promising abaca accessions				-	-		
	and hardened for field evaluation in another area	rea				-			
	Number of missing hills replanted	Replant missing hills	100	250	2	5	4	4.67	
	Number of laborers supervised in all	Supervise laborers in all research	2	5			10		
	research related activities	related activities							
	Number of reports prepared	Research report prepared	1		8	4	4	3.67	
		Others: At least 10% of total tasks							
Others:	Number of center related activities assisted	Assist in center related activities (booth	-	3	2	4	2	4.67	
		construction, designing and decoration)							
	Number of center committee membership	Perform center committee membership	1	3	5	5	5	5.00	
	assignments	assignments				H			
	Set-up experimental area in VSU	Prepare area bycleaning and underbrushing,	1	3	5	5	4	4.67	
		Lay-outing and digging of holes							
								27.33	
					Tieste !				
							9		
							-		

		<u> </u>					
	Number of laborers supervised in cleaning the VSU Supervise laborers in VSU cleaning		2	4	5 5	5	2.00
	campus	as requested by Sir Capuno					-
Total Over-all Rating				2			32.33
	FINAL RATING						4.62
	ADJECTIVAL RATING				OUTSTANDING	LANDIN	NG
Received by:	Calibrated by: REMBERTO A. PATINDOL	Recommending Approval: OTHELLOB. CAPUNO		Approved by:	EDGARDO E. TULIN	O E. T	NIN.
Planning Office	PMT	Vice President			Pre	President	
	9	9			.040		