

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)
9. 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 NUMERICAL RATING			4.694


TOTAL NUMERICAL RATING: 4.694

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.694

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


FELIX L. OCON
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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)		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.	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	5	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	5	4	3	2	1
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
11.	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		52			
Average Score		4.72			

Overall recommendation : OUTSTANDING


LUZ O. MORENO
 Project Leader/Study Leader

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**.

Mario A. Valenzona
MARIO A. VALENZONA

Recommending Approval: **LUZ O. MORENO**
Project/Study Lead

Approved: ~~FELICIANO G. SINON~~
Head of Unit

[illegible]

	Number of laborers supervised in cleaning the VSU campus	Supervise laborers in VSU cleaning as requested by Sir Capuno	2	4	5	5	5	9-0
Total Over-all Rating								
	FINAL RATING							22.33
	ADJECTIVAL RATING							4.62
							OUTSTANDING	

Received by:


Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

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)
9. 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 NUMERICAL RATING			4.694


TOTAL NUMERICAL RATING: 4.694

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.694

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


FELIX L. OCON
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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)		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	5	<u>4</u>	3	2	1
3.	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
4.	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
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	<u>4</u>	3	2	1
6.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score		52				

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		52				
Average Score		4.72				

Overall recommendation : Outstanding


LUZ O. MORENO
Project Leader/Study Leader

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**.

Mario A. Valenzona
MARIO A. VALENZONA

Recommending Approval: **LUZ O. MORENO**

Approved: **FELICIANO G. SINON**
Head of Unit

[illegible]

