

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: MARLON D. BENGALAN

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|-----------------------------|---|
| 13. Numerical Rating per IPCR | 4.33 | 70% | 3.031 |
| 14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.449 |
| TOTAL NUMERICAL RATING | | | 4.480 |

TOTAL NUMERICAL RATING: 4.480

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.480

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARLON D. BENGALAN
Name of Staff

Reviewed by:

FELICIANO G. SINON
Department/Office Head

Recommending Approval:

FELICIANO G. SINON
Director

Approved:

OTHELLO B. CAPUNO
Vice- President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON D. BENGALAN**, *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 2018 to June 2018**.

MARLON D. BENGALAN

Ratee

Approved:

FELICIANO G. SINON

Head of Unit

| MFO & Performance Indicators (PI) | Success Indicators | Tasks Assigned | Target | Actual Accomplishments | RATING | | | | Remarks |
|---------------------------------------|---|--|--------|------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO5: Research & Extension | | | | | | | | | |
| Admin. & Support Services | | | | | | | | | |
| | Number of documents submitted/retrieved | Documents submitted/retrieved for processing and follow-up | 1000 | 2500 | 5 | 4 | 5 | 4.67 | |
| | No. of rooms maintained (450m2) | Rooms cleaned and maintained | 6 | 6 | 3 | 4 | 5 | 4.00 | |
| | No. of CR maintained (35m2) | CR cleaned and maintained | 5 | 5 | | | | - | |
| | Size of building maintained (790m2) | NARC building cleaned and maintained | 1 | 1 | 3 | 4 | 5 | 4.00 | |
| | Attend VSU Alay Linis | No. of alay linis attended | 2 | 10 | 5 | 4 | 5 | 4.67 | |
| Total Over-all Rating | | | | | | | | 4.33 | |

| | | |
|--|---|-------------------|
| Ave. Rating (Total Over-all rating) | | 4.33 |
| Additional Points: | | |
| Punctuality | - | |
| Approved Additional points | - | |
| (with copy of approval) | | |
| FINAL RATING | | 4.33 |
| ADJECTIVAL RATING | | Very Satisfactory |

Comments & Recommendation for Development Purpose:

Good works! Your speedy processing of documents enabled the office to achieve more.

Evaluated & Rated by:


FELICIANO G. SINON
Director, NARC

Date: _____

Recommending Approval:


FELICIANO G. SINON
Director, NARC

Date: _____

Approved by:


OTHELLO B. CAPUNO
OVPRE

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARLON D. BENGALAN**

| 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 |
|----------|---|-----------------|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|--|
| 1 | No. of documents submitted/retrieved for processing and follow-up | 1000 | Jan. 1, 2018 | June 30, 2018 | 2,500 | Very Impressive | O | Good works! Your speedy processing of documents enabled the office to achieve more |
| 2 | No. of rooms cleaned and maintained | 6 | Jan. 1, 2018 | June 30, 2018 | 6 | Impressive | VS | |
| 3 | No. of CR cleaned and maintained | 5 | Jan. 1, 2018 | June 30, 2018 | 5 | Impressive | VS | |
| 4 | Size of NARC building cleaned and maintained | 1 | Jan. 1, 2018 | June 30, 2018 | 1 | Impressive | VS | |
| 5 | No. of "Alay Linis" attended | 2 | Jan. 1, 2018 | June 30, 2018 | 10 | Very Impressive | O | |

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

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

Prepared by:


FELICIANO G. SINON
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2018

Name of Staff: MARLON D. BENGALAN

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) | 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 | | 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: **MARLON B. BENGALAN**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: To have a smooth office operation

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

-
- To deliver and retrieve documents
 - To maintain orderliness and cleanliness of offices and rooms
-

Result:

- Efficient recording and retrieval of documents
- Well maintained office and rooms

Date: July 1, 2018

Target Date: December 31, 2018

Next Step:

- Assists in the over all activity of the center and conduct over time if necessary.

Outcome: Efficient and effective center operations.

Final Step/Recommendation:

For promotion

Prepared by:


FELICIANO G. SINON
Unit Head