



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **MARK ANTHONY T. CINCO**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.923</b>

TOTAL NUMERICAL RATING: **4.923**

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

TOTAL NUMERICAL RATING: **4.923**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

**MARK ANTHONY T. CINCO**  
Name of Staff

**ROMEL B. ARMECIN**  
NARC, Director

Recommending Approval:

**ROMEL B. ARMECIN**  
NARC, Director

Approved:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARK ANTHONY T. CINCO**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following ~~as per~~ <sup>as per</sup> in accordance with the indicated measures for the period **January 2023 to June 2023**.

**MARK ANTHONY T. CINCO**

Ratee

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

Recommending Approval: \_\_\_\_\_

**LUZ O. MORENO**

Project/Study Leader

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

**ROMEL B. ARMECIN**

Head of Unit


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

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO2: Research Services</b>									
	No. of parental materials monitored	Monitoring of flowering	20	20	5	5	4	4.67	
	No. of crosses performed	Hybridization/Pollination	15	1	4	5	4	4.33	
	No. of seeds harvested	Harvesting of mature seeds from crosses and sowing in seedboxes	250	4675	5	5	5	5	
	No. of hybrid seedlings maintained	Care and maintenance of the hybrid seedlings in seedboxes	200	1,500	5	5	5	5	
	No. of hybrid seedlings transplanted	Field transplanting	30	80	5	5	5	5	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of hybrid seedlings in the initial clone plot	50	80	5	5	5	5	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	1	4	5	5	5	5	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	15	20	5	5	5	5	




MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target		RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Others:		Serve as resource person on	1	1					
		hybridization technique of abaca							
Total Over-all Rating								44	
	Ave. Rating (Total Over-all rating)				Comments & Recommendations for Development Purposes: works without supervision. Very responsible and dependable. Keep it up!				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	FINAL RATING			4.89					
	ADJECTIVAL RATING			OUTSTANDING					

Evaluated and Rated by:

  
**ROMEL B. ARMECIN**  
Director

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

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

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

Approved by:

  
**MARIA JULIET C. CENIZA**  
Vice President for RE & I

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

## Exhibit I

**PERFORMANCE MONITORING**Name of Employee: **MARK ANTHONY T. CINCO**


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
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of parental materials monitored	20	Jan. 1, 2023	June 30, 2023	20	Very Impressive	O	Works without supervision. Very responsible and dependable. Keep it up!
2	No. of crosses performed	15	Monthly activity		1	Very Impressive	O	
3	No. of seeds harvested	250	Jan. 1, 2023	June 30, 2023	4,675	Very Impressive	O	
4	No. of hybrid seedlings maintained	200	Jan. 1, 2023	June 30, 2023	1,500	Very Impressive	O	
5	No. of hybrid seedlings transplanted	30	Jan. 1, 2023	June 30, 2023	80	Very Impressive	O	
	No. of selected hybrid seedlings maintained	50	Jan. 1, 2023	June 30, 2023	80	Very Impressive	O	
6	No. of promising ABTV resistant hybrids selected	1	Jan. 1, 2023	June 30, 2023	4	Very Impressive	O	
7	No. of hybrid progenies harvested	30	Jan. 1, 2023	June 30, 2023	20	Very Impressive	O	

Others: (at least 10% of total tasks)							
8	Served as resource person on hybridization technique of abaca	1	As assigned	1	Very Impressive	O	
9	Number of assisted visitors		As scheduled				
10	Number of attended meetings and seminars		As scheduled				

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

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

Prepared by:

  
**LUZ O. MORENO**  
 Study leader





"Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2023

Name of Staff: MARK ANTHONY CINCO

Position: Science Research Assistant

**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.**

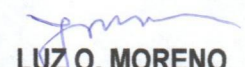
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	4	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	<u>5</u>	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	<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	55				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	5.00				

Overall recommendation : **OUTSTANDING – for renewal**

  
**LUZ O. MORENO**  
 Proj. /Study Leader

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARK ANTHONY T. CINCO**

Signature: \_\_\_\_\_

Performance Rating: **OUTSTANDING**

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

1. Prepare periodic plan of activities and targets on "development of new high yielding and disease resistant abaca hybrids"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: July 1, 2023

Target Date: December 31, 2023

Next Step:


1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in implementing other research-related activities in the center/university.

Outcome: Efficient and effective research implementation.

Final Step/Recommendation:

**Works without supervision. Very responsible and dependable. Keep it up!**

Prepared by:

  
**LUZ O. MORENO**  
Project Leader