

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : GELBERTO P. VALDEVIESO

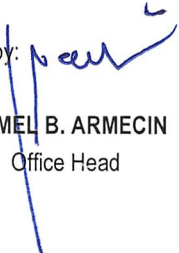
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.250	70%	2.975
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.670	30%	1.401
			4.376

TOTAL NUMERICAL RATING :	4.376
Add: Additional Approved Points, if any :	
TOTAL NUMERICAL RATING :	4.376
ADJECTIVAL RATING :	Very Satisfactory

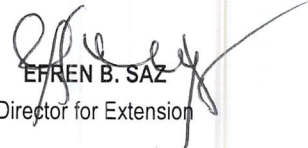
Prepared by:


GELBERTO O. VALDEVIESO
 Name of Staff

Reviewed by:


ROMEL B. ARMECIN
 Office Head

Recommending Approval:


EFREN B. SAZ
 Director for Extension

Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, Administrative Aide III of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2018 to December 2018.

GELBERTO P. VALDEVIESO

Ratee

ROMEL B. ARMECIN

Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 6	General Admin. & Support Services	PI 1: No. of staff supervised and monitored									
		PI 2: No. of meetings conducted									
		PI 3: No. of letters/ memos issued									
		PI 4: No. of reports/ documents submitted									
		PI 5: No. of documents reviewed/ signed									
		PI 6: Amount of funds generated outside VSU									
		PI 7: No. of IGP/STF's supervised									
		PI 8: No. of reports/ docs reviewed									
		PI 9: Additional outputs									
		Efficient and customer-friendly frontline service	Entertains clients and / or refers clients to appropriate technical staff for his/her concerns	zero complaints	zero complaints		4	4	4	4	

	100% percent implementation of SPMS									
	No. of administrative and financial documents effectively acted									
	No. of incoming documents acted									
	No. of documents filed/ photocopied									
	No. of faculty evaluation monitored/facilitated									
	No. of trips monitored	Conducts research staff to their travel destinations	40	55		✓	✓	✓	✓	
	No. of vehicle and farm equipment maintenance monitored	Maintains vehicle and farm equipment to keep them in running condition	10	10		4	4	4	4	
	No. of canvass and PO completed and served	Canvass supplies/ materials needed by researchers	6	6		4	4	4	4	

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by __)	17/4	4.25
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING		1/3

Comments and Recommendations for Development Purposes:

Training/Retraining on the maintenance of vehicles

Evaluated and rated by:

ROMEL B. ARMECIN
Unit Head

Recommending Approval:

EFREN B. SAZ
Director for Extension

Approved by:

OTHELLO B. CAPUNO
VP for Research & Extension

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July - December 2018

Name of Staff : GELBERTO P. VALDEVIESO

Position : Admin. Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score					

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score	56				
	Average Score	4.67				

Overall recommendation :

ROMEL B. ARMECIN
Director, Eco-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2018

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Employee: **GELBERTO P. VALDEVIESO**Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring						
Proper Maintenance July 2018 of office vehicle & farm equipment						
Coaching						
Aug-2018 One-on-one delivery on how to efficiently maintain vehicles						

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

[Signature]
ROMEL B. ARMECIN
 Immediate Supervisor

[Signature]
OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2018

Name of Employee : GELBERTO P. VALDEVIESO
Performance Rating : _____

Aim: To enhance his driving skill and keep informed on the rules and regulations in driving,.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2018 **Target Date:** within 3rd Quarter

First Step:

Attend seminar on driving or related skills, especially on safety driving.

Attend training on basic trouble shooting in vehicles.

Result:

Attended the seminar and learned and experienced trouble shooting in vehicles

Date: October 2018 **Target Date:** within 4th quarter

Next Step:

Practice safety driving.

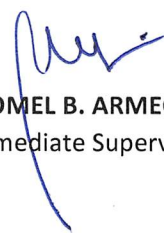
Outcome:

Improved driving skill and knowledge on trouble shooting in vehicles

Final Step/Recommendation:

Continue to refresh knowledge on driving and road safety.

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor