

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

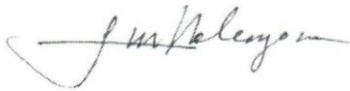
Name of Administrative Staff: Francisco M. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	x 70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.93	x 30%	1.482
TOTAL NUMERICAL RATING			4.933

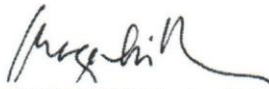
TOTAL NUMERICAL RATING: 4.933
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.933

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:



FRANCISCO M. VALENZONA
Admin Aide



CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:

Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Visayas State University
DEPARTMENT OF DEVELOPMENT COMMUNICATION

COLLEGE OF AGRICULTURE AND FOOD SCIENCE
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRANCISCO M. VALENZONA from the Department of Development Communication, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of July to December, 2017.



FRANCISCO M. VALENZONA
Ratee



APPROVED:
CHRISTINA A. GABRILLO
Head of Unit

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
						Quality	Efficiency	Timeliness	Average	
OVPI MFO 6: General Administration and Support Services										
6	General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	Utility services	500	1200	5.0	5.0	5.0	5.0	
		Number of academic lecture/laboratory rooms maintained	Daily cleaning/maintenance	3.00	11.00	5.0	5.0	4.0	4.7	
		Area of lawn maintained (sq.m, approx.)	Lawn maintenance		100.00	5.0	5.0	5.0	5.0	

	Number of faculty rooms cleaned daily	Daily cleaning		7.00	5.0	5.0	5.0	5.0	5.0	
	Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	5.0	100% no complaint
Total Over-all Rating				24.667						
Adjectival Rating				4.933						
				OUTSTANDING						

Average Rating (Total Over-all rating)	24.67
Additional points:	
Punctuality	
Approved additional points	
FINAL RATING	4.93
ADJECTIVAL RATING	OUTSTANDING

Received by:


P. P. P. P. P.
Date: _____

Calibrated by:


P. A. P. A. P. A.
Chairman, PMT
Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____

Approved:

EDGARDO E. TULIN
President
Date: _____