COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

BERTULFO M. GUMBA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.50	70%	3.150
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.326
		TOTAL N	UMERICAL RATING	4.476

TOTAL NUMERICAL RATING:

4.48

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.48

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

Name of Staff

Reviewed by:

PELICIANO G SINON Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>BERTULFO M. GUMBA</u>, *Laboratory Technician* of the <u>National Abaca Research Center-Visayas State University</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July 2016</u> to <u>December 2016</u>.

BERTULFO M. GUMBA

Ratee

Approved:

LICIANO G. SINON

lead of Unit

MFO & Performance	Success Indicators Tasks Assigned		Target	Actual Accomplishments		R	RATING		Remarks
Indicators (PI)			Turget	7,0000171000117100110			T ³	A ⁴	Remarks
MFO5: Research & Extension									
Admin. & Support Services									
Develops new design of handicracft from abaca waste	No. of hours design developed	Designs developed	3	8	5	4	4	-	
Conducts skills training on abaca handicraft	No. of hours per training	Skills training conducted	20	20	3	5	4		
Makes handicraft products from abaca waste for display/exhibit	No. of hours handicraft finished for display/exhibit	Products for display/exhibit	15	次 .	5	5	4	man particular particular de la constanta de l	
Assesses/evaluates the quality of the weaver's finished products	No. of hours assessed finished products	Assess finished products	200	3T.	5	5	4		
Records all finished products into logbook and issues log slip to the weavers	No. of hours finished products recorder	Records finished products	200	375	5	5	5	~	
Briefs the visitors on processing and making of abaca handicrafts	No. of hours visitors briefed	Briefs visitors	35	45	4	Ą	5	PR.	
Total Over-all Rating					lank dalah sauma da gan disebagai pina			-	

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERTULFO M. GUMBA, Laboratory Technician 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 2016 to December 2016.

BERTULFO M. GUMBA

Rate

Approved:

FELICIANO G. SINON

Head of Unit

MFO & Performance	Success Indicators	Tasks Assigned	Target	Actual Accomplishments		RA	TING		Remarks
Indicators (PI)	Success mulcators	l daka Assigned	Target	Actual Accomplianments		E ²	T ³	A ⁴	Remarks
MFO5: Research & Extension						4			graving a literature or reconstruction de success (I (III) de print de succession de s
Admin. & Support Services					***************************************		-	eganistic representative infection and	productivity respiration of well-less derivated and otherwise productivity and experience
Develops new design of	No. of hours design	Designs developed	3	8	5	4	4	4.33	
handicracft from abaca waste	developed						Pet transition and the		paranagasi na magantan ili arang Chingg Aliyada bahimi milana anini Angaran dibi bali bahimi
Conducts skills training on	No. of hours per training	Skills training conducted	20	20	3	5	4	4.00	adalahahin mengenutan danman basahahahah nebenya sa-dapan si gyalahin
abaca handicraft			20		-		-	7.00	galaut ad rema at amma pracerem and the applications and management you file interiors
Makes handicraft products from	No. of hours handicraft	Products for display/exhibit			-				
rendered transferance produces account	finished for display/exhibit	Troducto for diopidy/extiloit	15	35	5	5	4	4.67	
					_		Programmation of these year encountries	geneliskur mejmens reger fan út verkelijk salan	pathocic collision derivor, ellattico per cascitti paglicio più bi han fullo di rico per un construit del despone
Assesses/evaluates the quality	No. of hours assessed	Assess finished products			-				
	finished products	Trootso milioned products	200	375	5	5	4	4.67	
products					-		Salahidi saa abasii a	Scoring service was of the Ship Ship service when	
December all finished products	No. of hours finished	Records finished products			-			Aurente nous des montes en entre en en	gans a cart or phononism for community gather through the state that a first fine declaration
Records all finished products into logbook and issues log slip	products recorder	Records finished products	200	375	5	5	5	5.00	
to the weavers									ydensilten rouwen procertawid de Jelgu Adriadori (dat wagan ji Majirlaini saka
					-			annella transmitte ett projektionen in Steffenson	and a trade to common conversion of the distribute and conversion of the system of the system of the system of
Briefs the visitors on processing	No. of hours visitors briefed	Briefs visitors	35	45	1	1	5	4.33	
and making of abaca handicrafts			35	45	1	7	3	4.33	-
	most freehouse products and excellence confess weather common entered you glossy that determine and programmes common excellence and	and the section of the best section of the section	CONTRACTOR AND THE CONTRACTOR AND		mm polit (p. Koli Proba di Printi Associ	COTTON COMPANIES SOUTH AND	Tengi diki kini kendenta suan keur mena	escured to vivin and high plats as a platfield when	gyallanasianan alan muchakkinin kalelelele kalelelelele sankinin et sunit eri arasun yakhin ya esiminal
Total Over-all Rating	And a real provides and a provide provide the second and a second and a real provides and a second and a seco		The second and the collection and section of the entire of	aucus permenenten en en anticologisto de proprieto de la compression de la Sida Maria de La compression del Compression	The state of the s		AND ADDRESS OF THE PARTY OF THE	4.50	garan was ann an

Ave. Rating (Total Over-all rating		4.50
Additional Points:		
Punctuality		
Approved Additional	-	
points		
(with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING	add a wyddigon yngan yn daennad yndau gand y Clarytae âr Clarytae âr Clarytae y daen daeth y daen daeth y Clarytae Clarytae a daeth y Clarytae a daeth y Clarytae Cla	Very satisfactory

	ADJECTIVAL RATING		Very satisfactory
Received by: DANIELL M. TUDTUD OVPRGEA	Calibrated by: REMBERTO A. PATINDOL PMT	Recommending Approval: OTHELLOB. CAPUNO OVPRE	Approved by: EDGARDO E. TULIN President
Date:	Date:	Date:	Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to Dec 31, 2016

Name of Staff: BERTULFO M.GUMBA Position: LAB. TECH

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)		5	Scal	е	
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					

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	е	
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.		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		4	3	2	1
	Total Score					
	Average Score		N.			

Overall recommendation	4.			
Overall recommendation				

FELICIANO G. SINON Name of Head/Director