



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2022

Annex P

Name of Administrative Staff: ANTONIO Y. ABAYABAY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.769	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.70

FINAL NUMERICAL RATING 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONIO Y. ABAYABAY
Name of Staff

Reviewed by:

MARISSEL A. LEORNA
NCRC Director

Approved:

MARIA JULIET C. CENIZA
Vice President



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
 Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANTONIO Y. ABAYABAY**, Admin Aide VI of the National Coconut Research Center - Visayas, 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 to June 2022

ANTONIO Y. ABAYABAY
 Admin. Aide VI

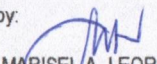
MARISAL A. LEORNA
 Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishments	Details of Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	Administrative and Facilitative Services										
	Efficient and customer friendly frontline services	A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Customer friendly frontline services	100% customer friendly	100.00%	100% customer friendly	5	5	5	5.00	
	Efficient office management and maintenance		Prepares/encodes/ prints research/ extension reports and budget	6	100.00%	6	4	5	4	4.33	
			Assists/encodes/ prints research proposals on coconut	2	150.00%	3	5	4	5	4.67	
			Prepares/encodes OPCR/IPCR	1 OPCR; 10 IPCR	100.00%	11	4	5	5	4.67	
			Controls document and assigns document control number	45	111.11%	50	4	5	5	4.67	
			Encodes and prints barcode of document for tracking	45	155.56%	70	5	5	5	5.00	
			Prepares Faculty Workloads,, class schedule	3	200.00%	6	5	5	5	5.00	
			Prepares/prints communication and notice of meetings	6	283.33%	17	5	5	5	5.00	

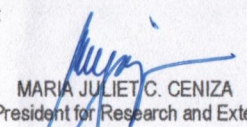
		Prepares/prints project/study leaders appointment	5	300.00%	15	5	5	5	5.00	
		Scans/prints documents (MOA/MOU.	15	133.33%	20	5	5	5	5.00	
		Sorts/consolidates documents for filing	150	100.00%	150	4	5	4	4.33	
		Downloads/prints office e-mail sent/receives.	50	140.00%	70	5	5	5	5.00	
		Assists and help facilitates RDE In-house Review and Planning Workshop	1	100.00%	1	4	4	5	4.33	
									4.769	
Average Rating		4.769	Comments and Recommendations for Development Purpose: <i>Dependable and resourceful</i>							
Punctuality										
Approved Additional Points (w/ copy of Approval)										
FINAL RATING		4.769								
ADJECTIVAL RATING		Outstanding								

Evaluated by:


MARISEL A. LEORNA
Center Director

Date: _____

Approved:


MARIA JULIET C. CENIZA
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

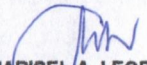
Name of Employee: ANTONIO Y. ABAYABAY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Prepares/encodes/ prints research/ extension reports and budget	Prepares/encodes/ prints 6 research/ extension reports and budget	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
2	Assists/encodes/ prints research proposals on coconut	Assists/encodes/ prints research proposals on coconut	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
3	Assists/helps facilitates training	Assists/helps facilitates trainings	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
4	Prepares powerpoint presentation, layout backdrop and welcome tarp	Prepares powerpoint presentation, layout backdrop and welcome tarp	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
5	Prepares/reproduces brochures/leaflets	Prepares/reproduces brochures/leaflets	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
6	Prepares/encodes OPCR/IPCR	Prepares/encodes 1 OPCR/10 IPCR	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
7	Prepares Workloads,, class schedule	Prepares Workloads,, class schedule	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
8	Prepares/prints communication and notice of meetings	Prepares/prints communication and notice of meetings	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
9	Prepares/prints project/study leaders appointment	Prepares/prints project/study leaders appointment	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
10	Scans/prints documents (MOA/MOU.	Scans/prints documents (MOA/MOU.	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	

11	Sorts/consolidates documents for filing	Sorts/consolidates 150 documents for filing	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
12	Downloads/prints office e-mail sent/receives.	Downloads/prints office e-mail sent/receives.	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
13	Entertains coconut farmers/clients and visitors	Entertains coconut farmers/clients and visitors	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
14	Assists and help facilitates RDE In-house Review and Planning Workshop	Assists and help facilitates planning Workshop	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
15	Prepares/prints project/study reports for RDE In-house Review and Planning Workshop	Prepares/prints project/ study reports for RDE In-house Review and Planning Workshop	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
16	Controls documents and assigns document control number	Controls documents and assigns document control number	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	
17	Encodes and prints barcode of document for tracking	Encodes and prints barcode of document for tracking	Jan 2022	June 2022	Jan-June 2022	Impressive	Very Satisfactory	

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

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


MARISEL A. LEORNA
Center Director

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2022

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

Name of Officer : **ANTONIO Y. ABAYABAY**

Head of Section : **MARISEL A. LEORNA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring ISO documents	√	√			
Coaching ISO Procedures, documents	√	√			

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

Conducted by:

MARISEL A. LEORNA

Immediate Supervisor

Noted by:

ROSA OPHELIA D. VELARDE

Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: ANTONIO Y. ABAYABAY

Position: Admin Aide VI

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						

458

Vision:
Mission:

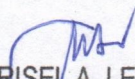
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 009-73

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						

Overall recommendation : _____


MARISEL A. LEORNA
 Printed Name and Signature
 Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2022

Name of Employee: ANTONIO Y. ABAYABAY
Performance Rating: Outstanding

Aim: To become an effective and efficient frontliner of VSU

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

Date: Jan 4, 2022 Target Date: January 7, 2022

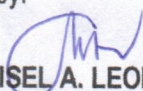
First Step: _____
_____ Meeting with the concerned staff to discuss VSUs HRIS - Barcoding and tracking of office documents

Date: January 10, 2022 Target Date: 14-Jan-22

Next Step: _____
_____ Assign staff to man the HRIS and controlling & assigning control numbers of NCRC documents

Final Step/Recommendation: _____
_____ Attend refresher seminars/meetings to get new updates & procedures.

Prepared by:


MARISEL A. LEORNA
Unit Head

Conform:


ANTONIO Y. ABAYABAY