



DEPARTMENT OF PEST MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 63 53 565 0600 Local 1034 Email: pestmanagement@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: FRIEDELYN D. CORNITES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.89	70%	3.42
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
	TOTAL NU	MERICAL RATING	4.87

TOTA	AL NUMER	ICAL RAT	ING:	
Add:	Additional	Approved	Points	if any

TOTAL NUMERICAL RATING:

4.87

FINAL NUMERICAL RATING

4.87

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

FRIEDELYN D. CORNITES

Name of Staff

Department/Office Head

Recommending Approval:

VICTOR B. ASIO Dean/Director

Approved:

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>FRIEDELYN D. CORNITES</u>, Laboratory Aide II of the <u>DEPARTMENT OF PEST MANAGEMENT</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>January</u> to <u>June</u>, 20<u>23</u>.

FRIEDELYN D. CORNITES

Approved:

Head of Unit

Date

		O Toolin Andread		Actual	Rating				Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴		
Efficient and Customer Friendly Frontline Service	Museum frontliner	Officer of the day (frontliner), first person at the Natural History Museum In-charge to entertain students, clients, customers, & etc.	20	76	5	5	5	5		
	# of museum collections	Maintains and preserves collections inside the Natural History Museum	1000	1300	•	4	á	4.67		
	# of host plants collected and planted	Maintains the butterfly garden including the collections & planting of host plants.	50	115	5	5	5	5		
	# of cultures maintained	Cultures butterflies	200	300	5	4	5	4.67		
	# of visitors received	Assisted visitors	200	703	5	5	5	5		
	# of Examinations assisted	Act as proctor during examinations		5	5	5	5	5		
Total Over- all Rating								29.34		

Average Rating	4.89
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	,

Very responsible and can work well even with less expension.

Eval	luater	12	Rated	hy:
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Approved by:

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ROBE	VAL	-	DIABA	NITE
RUBE			PIAIVIL	
I C C Inch Inch I				

Dept/Unit Head
Date: 11 202

VICTOR B. ASIO

Dean/Director Date:

Recommending Approval:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date:

1 - Quality

2 – Efficiency

3 – Timeliness

4 - Average





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2023</u>	
Name of Staff: Friedelyn D. Cornites	Position: Lab. Aide II

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. C	commitment (both for subordinates and supervisors)		5	Scale	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.	3	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 or 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	_	SX			

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	-	
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	,	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2		
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	,	
	Total Score	,	28				
	Average Score		4.8	3			

Overall recommendation

ROBELYN T. PIAMONTE Head, DPM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Friedelyn D. Cornites Performance Rating:
Aim: Excellent customer service as frontliner
Proposed Interventions to Improve Performance:
Date: Target Date: January - Jun 2024
First Step: Attend a seminar on "Excellent Customer Service"
Result: acquire basic knowledge on handling clients and visitors of the museum
Date: Target Date: January – June 2024
Next Step: apply acquired knowledge to daily transactions
Outcome: Zero complaints from clientele
Final Step/Recommendation:
Attend seminar on techniques in maintaining and preserving exhibits at the museum
Prepared by: ROBELYN T. PIAMONTE Unit Head

Conforme: .

FRIEDEL YN D. CORNITES Name of Ratee Faculty/Staff