

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **MARIO R. ROM**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.33	70%	3.031
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
TOTAL NUMERICAL RATING			4.330

TOTAL NUMERICAL RATING: **4.330**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.330**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


MARIO R. ROM
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


FELICIANO G. SINON
Director

Approved:


OTHELLO B. CAPUNO
Vice- President

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO R. ROM**, *Administrative Aide III* 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 **January 2018 to June 2018**.


MARIO R. ROM
Ratee

Approved: 
FELICIANO G. SINON
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
	Actual number of hours driving	Conducts and fetches NARC staff/visitors on official travel outside official station	400	576	5	4	4	4.33	
	No. of hours vehicle maintained	Maintain vehicle in good running condition	25	75	5	4	4	4.33	
Total Over-all Rating								4.33	


Ave. Rating (Total Over-all rating)		4.33
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendation for Development Purpose:
Good job. Be open with your communication, to improve more.

Evaluated & Rated by:

Recommending Approval:

Approved by:


FELICIANO G. SINON
Director, NARC


FELICIANO G. SINON
Director, NARC


OTHELLO B. CAPUNO
OVPRE

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2018 to June 30, 2018**

Name of Staff: **MARIO R. ROM**

Position: **ADMIN AIDE 3**

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. Willing to be trained and developed	5	(4)	3	2	1	
Total Score	52					

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					4.33

Overall recommendation : very satisfactory


FELICIANO G. SINON
 Name of Head/Director

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **MARIO R. ROM**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	No. of actual hours driving to conduct and fetch NARC staff/visitors on official travel outside station	400	Jan. 1, 2018	June 30, 2018	576	Impressive	VS	Good job. Be open with your communication, to improve more
2	No. of hours vehicle maintained in good running condition	25	Jan. 1, 2018	June 30, 2018	75	Impressive	VS	

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

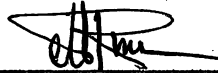
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


FELICIANO G. SINON
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO R. ROM**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: To provide transport for center's staff

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

-
- To maintain the good running condition of the center's vehicle.
 - To drive and transport center's staff

Result:

- Well-maintained vehicle
- Efficient transport of visitors, clients and research staff.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

- Assists in the conduct of the center's activities by providing transport and render over-time if necessary

Outcome: smooth implementation of the center's program.

Final Step/Recommendation:

Prepared by:


FELICIANO G. SINON
Unit Head