

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **CIELO F. SEÑARA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
19. Numerical Rating per IPCR	4.21	70%	2.947
20. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.297

TOTAL NUMERICAL RATING: **4.297**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.297**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

CIELO F. SEÑARA
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, **CIELO F. SEÑARA**, *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**.


CIELO F. SEÑARA
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									
Preparation of:	Number of trip tickets prepared	Trip tickets	20	25	5	4	5	4.67	
	Number of RIS prepared	Requisition Issue Slip (RIS)	20	52	5	4	4	4.33	
	Number of TO prepared	Travel Orders (TO)	60	71	5	5	4	4.67	
	Number of Itinerary of Travel	Itinerary of Travel	25	25	3	4	4	3.67	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	10	10	3	4	5	4.00	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	10	10	3	4	5	4.00	
	Number of cash advances prepared	Cash Advances	4	6	4	4	5	4.33	
	Number of liquidations prepared	Liquidation Report							
	a. Cash advance of accountable officer		4	4	3	4	4	3.67	
	b. Travel		4	4	3	4	5	4.00	
	Number of DTR/CSR prepared	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR)	6	6	3	4	4	3.67	

[illegible]

OF Señara

Committee assignments/special assignments	Number of committee assignments	Committee assignments complied with	2	2	3	4	4	3.67	
Information & Technology	Number of installations done	Client System Installation	2	2	3	4	5	4.00	
	- virus detection and removal		2	3	4	5	4	4.33	
	- backing-up of data files		2	3	4	4	5	4.33	
In-Charge, audio visual equipment of the center	No. of hours meetings, seminars/ training and classes served	Put-up LCD/DVD during meetings, seminars/ training and classes	50	60	5	4	4	4.33	
Alay Linis	No. of alay linis attended	Attend alay linis	2	3	4	5	4	4.33	
Total Over-all Rating								4.21	

Ave. Rating (Total Over-all rating)		4.21
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.21
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendation for Development Purpose:
Very good, keep up the good job.

Evaluated & Rated by:

Recommending Approval:

Approved by:


FELICIANO G. SINON
 Director, NARC

Date: _____


FELICIANO G. SINON
 Director, NARC

Date: _____


OTHELLO B. CAPUNO
 OVPRE

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff: **CIELO F. SEÑARA**

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		54				

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		4.5				

Overall recommendation : OUTSTANDING


FELICIANO G. SINON
 Name of Head/ Director

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **CIELO F. SEÑARA**

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
Preparation of:								
1	No. of trip tickets prepared	20	Jan. 1, 2018	June 30, 2018	25	Impressive	VS	Very good. Keep up the good job
2	No. of RIS prepared	20	Jan. 1, 2018	June 30, 2018	52	Impressive	VS	
3	No. T.Os prepared	60	As scheduled		71	Very Impressive	O	
4	No. of Itinerary of travel	25	As schedule		25	Impressive	VS	
5	No. of certificates of travel completely prepared	10	As scheduled		10	Impressive	VS	
6	No. of certificates of travel completed (CTC) prepared	10	As scheduled		10	Impressive	VS	
7	No. of cash advances prepared	4	As scheduled		6	Very Impressive	O	
8	No. of liquidations report prepared	-	As per request upon completion of travel		-	-	-	
9	No. of cash advance of accountable officer	4	As released		4	Impressive	VS	
10	No. of DTRs/CSR prepared	6	Jan. 1, 2018	June 30, 2018	6	Impressive	VS	
11	No. of payrols prapared	100	Jan. 1, 2018	April 31, 2018	169	Impressive	VS	
12	No. of application leave prepared	10	As per request		11	Impressive	VS	

13	No. of appointments/contract prepared	5	Jan. 1, 2018	April 31, 2018	17	Impressive	VS
14	No. of PRs	100	Jan. 1, 2018	June 30, 2018	120	Very Impressive	O
15	No. of OR/BUR	50	Jan. 1, 2018	June 30, 2018	224	Very Impressive	O
16	No. of DVs	50	Jan. 1, 2018	June 30, 2018	134	Very Impressive	O
17	No. of IARS prepared	50	Jan. 1, 2018	June 30, 2018	67	Impressive	VS
18	No. of claims/reimbursements prepared	100	As per request		131	Very Impressive	O
19	Job order/requests prepared	20	Jan. 1, 2018	June 30, 2018	137	Impressive	VS
20	No. of PDS prepared/updated	1	As per request		1	Impressive	VS
21	No. of accomplishment report prepared	100	May 1, 2018	June 30, 2018	173	Very Impressive	O
22	No. of VAT prepared	20	Jan. 1, 2018	June 30, 2018	31	Impressive	VS
23	No. of hours/days attended to meetings	5	As scheduled		6	Impressive	VS
24	No. of hours/days attended to seminars/trainings/workshop/conferences	1	As scheduled		2	Impressive	VS
25	No. of contracts prepared	4	As scheduled		5	Impressive	VS
26	No. of documents submitted/retrieved	100	As scheduled		150	Very Impressive	O
27	No. of copies photocopied/printed	2000	Jan. 1, 2018	June 30, 2018	2500	Impressive	VS
28	No. of committee assignments	2	As per request		2	Impressive	VS
29	No. of installation done	2	As per request		2	Impressive	VS
	- Virus detection and removal	2			3		
	- Backing-up of data files	2			3		
30	No. of hours meetings,	50	As scheduled		60	Impressive	VS

	seminars/training and classes observed					
31	No. of "Alay Linis" attended	2	As per request	3	Imperative	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: **CIELO F. SEÑARA**
Performance Rating: **VERY SATISFACTORY**

Signature: _____



Aim: **To have a smooth office operations**

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

-
- To act as chairman in assigned committee
 - To maintain the working efficiency of office equipment
 - Facilitate in the production of office documents

Result:

-
- Well-organized committee outputs
 - Effective and efficient office equipment
 - Well-facilitated office documents
-

Date: July 1, 2018

Target Date: December 31, 2018

Next Step: Assist the director in the conduct of the center's activities and render overtime if necessary.

Outcome: effective and efficient office operation

Final Step/Recommendation:

For regularization

Prepared by:


FELICIANO G. SINON
Unit Head