

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ALBERTO N. BANAYAG

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30 %	1.4
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
 Add: Additional Approved Points, if any: —
 TOTAL NUMERICAL RATING: —

ADJECTIVAL RATING: Outstanding

Prepared by:

ALBERTO N. BANAYAG
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERTO N. BANAYAG, of the VSU-ACIAR Projects 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, 2017.

ALBERTO N. BANAYAG Ratee
OTHELLO B. CAPUNO Head of Unit
Approved:

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO4: Administrative Services Pl. 1 Transportation services served	Number of transportation request served.	Fetch and conduct project and university guests, project leaders/staff to visit the ACIAR Project sites and from point of destination (airport, accommodation, venue of for and meetings) in Leyte, Samar and Bohol areas, Legazpi, Luzon areas in Baguio and Benguet, Davao and Mindanao areas, Surigao, Cagayan De Oro, Claveria and Bukidnon.	60	101	5	5	5	5	
Pl. 2 Vehicle maintenance	Percent of maintenance of vehicle Grandia and other vehicle in the university.	Checkup vehicle, cleaning the garage and monitoring of the quarterly change oil and other services in the vehicle before and after travel and quarterly over all check at Toyota casa.	100%	100%	5	5	5	5	
Pl. 3 Good assured running condition of vehicle.	Percent good running condition assured.	Good running condition of vehicle assured before and after travel.	100%	100%	5	5	5	5	

PI.4 On call in campus service to key officials, VSU guests and ACIAR project staff when requested.	Percent on call in campus service to key officials, VSU guests and ACIAR project staff when requested.	Fetch and conduct key officials, within campus tour of VSU guest and support in the liaison on the processing of ACIAR documents when requested.	100%	100%	5	5	4.9	4.9	4.9
Total Over-all Rating									19.9

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		

Comments & Recommendations for
Development Purpose:

Received by:

for: [Signature]
Planning Office

Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Calibrated by:

for: [Signature] ^{01/12/2017}
REMBERTO A. PATINDOL
PMT

Date:

Recommending Approval:

[Signature]
OTHELLO B. CAPRANO
Vice President

Date:

Approved by:

[Signature]
EDUARDO E. CAPRANO
President

Date:

IPCR Alberto N. Banayag Jan - Jun 2017 - Travel Served

Trips	Date	Destination	KpH	
			Head of Party	
1	Jan. 12 Jan. 13	Ormoc City, Baybay, VSU	Roseli-Fatima Sosmena	
2	Jan. 14	Tacloban City	Dr. Moises Neil Sereno	
3	Jan. 17 Jan. 18	Curva, Ormoc, Baybay	Dr. Zenaída Gonzaga	
4	Jan. 23	Tacloban City, Ormoc Sabin	Hadasha Bongat	
5	Jan. 24	San Isidro, Leyte	Jessa Ruales	
6	Jan. 25	Palompom Leyte	Jessa Ruales	
7	Jan. 26	Ormoc, Tacloban Airport	Hadasha Bongat	
8	Jan. 30 Jan. 31	Inopacan, Hilongos, Leyte Leyte		
9	Feb. 1	Tacloban airport	Ma. Lilia Vega	
10	Feb. 2 Feb. 3 Feb. 4	VSU Campus, Cabintan, Ormoc, So. Leyte Gabas, Kilim, Ormoc Wharf	Ma. Lilia Vega	
11	Feb. 5 Feb. 7	Tacloban airport	Ma. Lilia Vega	
12	Feb. 8	Tacloban airport, baybay City	Fely Canete	
13	Feb. 10	Alang Alang, Palanog, La Granja, Tacloban airport	Dr. Zenaída Gonzaga	
14	Feb. 13	Ormoc City	Ma. Lilia Vega	
15	Feb. 12	Tacloban airport	Jessa Ruales	
16	Feb. 16 Feb. 17 Feb. 18 Feb. 19 Feb. 20 Feb. 21	Sta. Rita Pinabacdao Lawaan Giporlor Sta Rita, Basey Sta. Margarita, Calbayog San Jorge, Samar		
17	Feb. 23 Feb. 24 Feb. 25	Palanog, Tunga, Leyte, Ormoc City, Tacloban	Dr. Zenaída Gonzaga	

18	Feb. 27	Balinsasayaw, Abuyog	Dr. Lucia Borines
19	Feb. 28		
	1-Mar	Baybay City, Ormoc City	
	2-Mar	Ormoc airport, VSU Campus	Dr. Zenaída Gonzaga
	3-Mar	Baybay City, VSU Campus	
	5-Mar	Ormoc wharf	
20	6-Mar	Tacloban airport, Palanog, Tacloban City, Tunga,	Dr. Zenaída Gonzaga
	7-Mar	Sto. Nino, Tacloban	
21	6-Mar	VSU Campus	Dr. Zenaída Gonzaga
	8-Mar	VSU Campus, Kilim	ACIAR Forestry
	9-Mar	VSU Campus, Kilim	
	10-Mar	VSU Campus, Kilim	
	11-Mar	Ormoc City	
	12-Mar	Ormoc City	
22	13-Mar	Tacloban airport	
23	15-Mar	Calbayog, Catarman, Samar, Baybay City Leyte	Dr. Lucia Borines
	16-Mar		
	18-Mar		
24	20-Mar	Curva, Ormoc, Baybay	Dr. Zenaída Gonzaga
	22-Mar	Lake Danao Ormoc	
25	23-Mar	VSU, Sta. Rita, Samar, Pinabacdao, Calbayog	Ma. Lilia Vega
	24-Mar	Lawaan, Balangiga, Giporlos, Samar	
	25-Mar	Tunga Leyte, Leyte Leyte	
	26-Mar	San Isidro Leyte, Hindang, Maasin, St. Bernard So. Leyte	
26	29-Mar	Tacloban City	Erlinda Valenzona/AACCUP
27	30-Mar	Sabin Resort, Ormoc	Dr. Lualhati Noriel/AACCUP
28	31-Mar	VSU Campus, Inopacan, Baybay City	Dr. Lualhati Noriel/AACCUP
29	1-Apr	Tacloban airport	Dr. Lualhati Noriel/AACCUP
30	2-Apr	Ormoc wharf, Maasin	John Oakeshott/Lilia Vega
	3-Apr	Maasin So. Leyte	
	4-Apr	Sta. Margarita, Pinabacdao, Samar	
	5-Apr	Calbayog, Csamr	
	6-Apr	Marabot, Samar	

7-Apr	Lawaan, Samar	John Oakeshott/Lilia Vega
8-Apr	Brgy Sto. Nino, Cabalawan Tacloban	
9-Apr	Tunga Leyte, Leyte Leyte	
10-Apr	Cabintan Ormoc	
11-Apr	San Isidro Leyte	
12-Apr	Barugo Leyte	
31	Calbayog, Samar. Tacloban Airport	Dr. Zenaída Gonzaga
32	Quinaponda, Balangiga, Samar	Jessa Ruales
20-Apr	Giporlos, Lawaan	
21-Apr	Pinabacdao	
33	Tacloban airport	Dr. Zenaída Gonzaga
24-Apr	Calbayog Samar, Ormoc City	
34	Gabas Baybay City	Fely Canete
35	Ormoc City, Kananga, Leyte	Dr. Lucia Borines
1-May	Mahaplag, Abuyog, Leyte	
36	Tacloban City, Ormoc	Dr. Othello Capuno
37	Gabas, Baybay City	Prof. Reny Gerona
38	Tacloban City	Jessa Ruales
10-May	Alang Alang, Leyte	
39	Ormoc City	Roseli-Fatima Sosmena
40	Tacloban City, Gabas, Baybay City	Fely Canete
41	Gabas, Baybay City	Prof. Reny Gerona
23-May		
42	Hilongos, Abuyog	Roseli-Fatima Sosmena
1-Jun	Baybay City	
43	GSIS Maasin	D. Othello Capuno
44	Ormoc City	Roseli-Fatima Sosmena
6-Jun	Baybay City	
8-Jun	Ormoc City	
9-Jun	Gabas Baybay City	Fely Canete
45	Abuyog, Leyte	
15-Jun	Ormoc City	Dr. Zenaída Gonzaga
16-Jun	Tacloban City	Dr. Edgardo E. Tulin
20-Jun		
46		
22-Jun		
47		

48	23-Jun	Gabas, Baybay City	Prof. Reny Gerona
49	27-Jun	Tacloban airport, Tacloban City	Jessamine Ecleo
50	28-Jun	Tacloban City	Dr. Zenaida Gonzaga
51	29-Jun	Gabas	Fely Canete
	30-Jun	Baybay City	Roseli-Fatima Sosmena

TOTAL: 101 Trips served

Prepared by: *MA. YILIA P. VEGA*
VSU-ACIAR Coordinator

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016

Name of Staff: ALBERTO N. BANAYAG Position: ADMIN AIDE III

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	57				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	4.75				

Overall recommendation : _____


OTHELLO B. CAPUNO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALBERTO N. BANAYAG
Performance Rating: OUTSTANDING

Signature: _____



Aim: *To have a smooth and efficient office operations.*

Proposed Interventions to Improve Performance

Date: January 1, 2017 Target Date: June 30, 2017

First Step:

1. To conduct , fetch passengers inside and outside campus and repairs, maintain vehicles and physical facilities responsibly.
2. To attend a training on values orientation workshop.

Result:

1. Improvement of performance in work value.

Date: July 1, 2017

Target Date: December 31, 2017

Next Step

1. Assist the incharge in the over-all activity of the office as support staff and work overtime if nescessary.

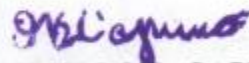
Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


OTHELLO B. CAPUNO
Unit Head