

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.15	70%	2.905
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
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:


EDWIN V. BAGARINAO
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, **EDWIN BAGARINAO**, *Administrative Aide I* 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 2019 to June 2019**.

EDWIN BAGARINAO

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									
No. of abaca technologies fabricated, disseminated and distributed	No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)	Production of abaca power machine: No. of machining of bushings No. of machining of shaftings No. of threading of shaft for adjuster No. of machining & fitting of pulleys No. of drilling of holes No. of cutting of angle bars No. of cutting & folding of GI pipe No. of cutting of steel plate No. of grinding of parts No. of welding No. of assembling of parts No. of painting No. of machine testing	30 30 30 30 20 50 50 70 15 15 30 30 5	31 30 30 32 21 50 52 90 16 16 30 30 5	3 3 3 4 3 3 4 3 3 3 3 3 3	5 5 5 5 5 5 4 5 5 5 4 5 5	4 5 4 6 4 4 5 4 5 5 6 4 4	4.00 4.33 4.00 4.67 4.00 4.80 4.33 4.00 4.33 4.33 4.00 4.00 4.00	
Total Over-all Rating									

4.15
Control # 01
NARS

Ave. Rating (Total Over-all rating)		4.15
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.15
ADJECTIVAL RATING		VERY SATISFACTORY

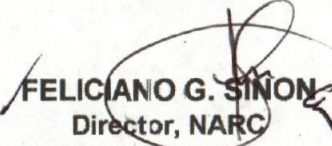
Comments & Recommendation for Development Purpose: He can easily learn new skills.

Evaluated & Rated by:

Recommending Approval:

Approved by:


FELICIANO G. SINON
Director, NARC
Date: _____


FELICIANO G. SINON
Director, NARC
Date: _____

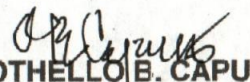

OTHELLO B. CAPUNO
OVPRE
Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/Recommendatrion
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	30	Jan. 1, 2019	Feb. 28, 2019	31	Impressive	VS	He can easily learn new skills.
2	No. of machining of shaftings	30	Jan. 1, 2019	Feb. 28, 2019	30	Impressive	VS	
3	No. of threading of shaft for adjuster	30	Jan. 1, 2019	Feb. 28, 2019	30	Impressive	VS	
4	No. of machining and fitting of pulleys	30	Jan. 1, 2019	Feb. 28, 2019	32	Very Impressive	O	
5	No. of drilling of holes	20	March. 1, 2019	April. 30, 2019	21	Impressive	VS	
6	No. of cutting of angle bars	50	March. 1, 2019	April. 30, 2019	50	Impressive	VS	
7	No. of cutting and folding of GI pipe	50	March. 1, 2019	April. 30, 2019	52	Impressive	VS	
8.	No. of cutting of steel plate	70	March. 1, 2019	April. 30, 2019	70	Impressive	VS	

9	No. grinding of parts	15	March. 1, 2019	April. 30, 2019	16	Impressive	VS	
10	No. of welding	15	May 1, 2019	June. 30, 2019	16	Impressive	VS	
11	No. of assembling of parts	30	May 1, 2019	June. 30, 2019	30	Impressive	VS	
12	No. of painting	30	May 1, 2019	June. 30, 2019	30	Impressive	VS	
13	No. of machine testing	5	May 1, 2019	June. 30, 2019	5	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: **EDWIN B. BAGARINAO**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: **To produce/fabricate postharvest processing equipment for abaca**

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2019 Target Date: June 30, 2019

First Step:

-
- Cutting of shafting, angle bars and flat bars
 - Machining of bushings, shaftings, and steel plate
 - Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: July 1, 2019 Target Date: Dec. 31, 2019

Next Step:

- Assist project leader in machine testing and operation.

Outcome: comprehensive data on machine evaluation

Final Step/Recommendation:

New machine technology developed and evaluated.

Prepared by:


FELICIANO G. SINON
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2019**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **ADMIN AIDE 1**

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	⑥	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		57.00				

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	4.75				

Overall recommendation :

OUTSTANDING


FELICIANO G. SINON
 Name of Head/Director