

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
July - December 2018**

Name of Administrative Staff: **ALFREDO D. FLORENDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	0.70	3.29
2.			
3. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
<b>TOTAL NUMERICAL RATING</b>			4.74


TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

  
**ALFREDO D. FLORENDO**  
Name of Staff

Reviewed and Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# UNITED STATES DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION WASHINGTON, D. C. 20535

MEMORANDUM FOR THE DIRECTOR

FROM: SAC, NEW YORK (100-100000)

DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK	SUBJECT: [REDACTED]
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK
RE: [REDACTED]	DATE: 10/10/68	TO: DIRECTOR	FROM: SAC, NEW YORK

ADMINISTRATIVE PAGE TWO

ADMINISTRATIVE PAGE THREE

ADMINISTRATIVE PAGE FOUR

ADMINISTRATIVE PAGE FIVE

ADMINISTRATIVE PAGE SIX

ADMINISTRATIVE PAGE SEVEN

Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **ALFREDO D. FLORENDO** Admin. Aide III, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.



  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

  
**ALFREDO D. FLORENDO, JR.**  
Admin Aide III  
Date \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Distributed notice of meetings to Curriculum Committee members with attached proposals	14	19	5	5	5	5.0		
		Bought & assisted in serving snacks during Curriculum Committee/APB/VSFC/Library Committee meetings	14	29	5	5	5	5.0		
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Distributed notice of meetings of the Honors & Awards Committee to evaluate & determine graduating students with latin honors	1	4	5	5	5	5.0		
		Bought & assisted in serving snacks during the Honors and Awards Committee meetings	5	5	3	4	4	3.7		
OVPI MFO 2. Student Management Services										
UMFO 5. Support to Operations (STO)										
OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored & assisted	Bought & assisted in serving snacks during Scholarship/Fellowship Awards Committee meetings	9	90	5	5	5	5.0		
OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Distributed notice of meetings of the Academic Personnel Board to deliberate hiring/recruitment of applicants	20	108	5	5	5	5.0		

		Bought & assisted in serving snacks during APB meetings	10	12	5	5	5	5.0	
		Facilitated signatories of APB members for the minutes of the meetings	20	108	5	5	5	5.0	
<b>OVPI MFO 6. Library Services</b>									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Distributed notice of meetings to Library Committee members	13	13	3	4	4	3.7	
<b>UMFO 6. General Administration and Support Services (GASS)</b>									
<b>OVPI MFO 1. Administrative and Facilitative Services</b>									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	50	60	5	5	5	5.0	
		Distributed office memoranda to all departments & colleges	600	580	5	5	5	5.0	
	Messengerial Services	Delivered documents to different offices	850	1500	5	5	5	5.0	
	Janitorial Services	Cleaned offices before and after office hours	3	3	3	4	4	3.7	
	Photocopying Services	Photocopied documents for reproduction	550	1090	5	5	5	5.0	
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	0	1	3	4	5	4.0	
Total Over-all Rating								70.1	
Average Rating								4.7	
Adjectival Rating									

Comments & Recommendations for Development Purpose: <i>Needs periodic monitoring for improvement  maybe recommended to attend training  seminar to improve/enhance performance.</i>	Average Rating (Total overall rating divided by 4)		
	Additional Points: Punctuality		
	Approved additional points (with copy of approval)		
	FINAL RATING		4.7
	ADJECTIVAL RATING		<b>OUTSTANDING</b>

Evaluated and Rated by:   <b>BEATRIZ S. BELONIAS</b> Unit Head Date: _____	APPROVED"   <b>BEATRIZ S. BELONIAS</b> Vice President for Instruction Date: _____
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2018  
Name of Staff: ALFREDO D. FLORENDO 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		58				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**  
Name of Head

# MEMORANDUM FOR THE RECORD

TO : SAC, NEW YORK  
FROM : SAC, NEW YORK  
SUBJECT: [Illegible]

[Illegible text block]

[Illegible text block]

[Illegible text block]

[Illegible text block]

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: OVPI

Head of Office: DR. BEATRIZ S. BELONIAS


Number of Personnel: ALFREDO D. FLORENDO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one meeting to improve performance				Improved performance
Coaching	one-on-one meeting to improve performance				Improved performance

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
**BEATRIZ S. BELONIAS**  
Immediate Supervisor

**EDGARDO E. TULIN**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO D. FLORENDO

Performance Rating: \_\_\_\_\_

Aim: To efficiently perform his duties and responsibilities as  
utility worker/messenger of OVPI

Proposed Interventions to Improve Performance:

Date: Aug 1, 2018 Target Date: Sept. 30, 2018

First Step: Discussed with Mr. Florendo regarding his performance, &  
ask what needs to be done to improve it especially in the dissemination of *notices / memos to diff. units.*

Result: He became aware of the things he needed to improve &  
he made specific suggestions on how to ~~be~~ address them.

Date: October 3, 2018 Target Date: November 15, 2018

Next Step: He needs to record or document all the memos/notices he  
distributed and the person/s who received them. The name should be  
printed before signing.

Final Step/Recommendation:

Train him to assist in receiving documents to OVPI.

Prepared by:

Conforme:

  
ALFREDO D. FLORENDO  
Admin. Aide II

  
BEATRIZ S. BELONIAS  
Unit Head



SECRET

UNITED STATES GOVERNMENT

OFFICE OF THE SECRETARY

Department of Defense  
Washington, D.C. 20301

MEMORANDUM FOR THE SECRETARY  
SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]

16. [Illegible]

17. [Illegible]

18. [Illegible]

19. [Illegible]