

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ELMERA Y. BANOC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		4.88 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.92 x 30%	1.48

TOTAL NUMERICAL RATING 4.90

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


4.90

TOTAL NUMERICAL RATING:


ADJECTIVAL RATING:

Outstanding


Prepared by:


ELMERA Y. BANOC
Name of Staff

Reviewed by:


OTHELLO B. CAPUNO
Department/Office Head

Approved:


OTHELLO B. CAPUNO
Vice Pres. for R+E

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELMERA Y. BANOC, Science Research Assistant/VICARP, 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.


ELMERA Y. BANOC
SRA

Date: _____


OTHELLO B. CAPUNO
Head of Unit/Office

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
TPTO MFO 1. Regional Applied Communication Office (RACO) Management Services										
	PI 1. Number of RDE news and features articles published	Wrote and published articles in ViCARP Website/ViCARP Highlights	5	6	5	5	5	5.00		
	PI 2. Number of new and existing products labels produced	Layouted and re-layouted packaged products	5	5	4	5	5	4.67		
	PI 3. Number of tarpaulins produced	Layouted tarpaulins for events and promotions	5	10	5	5	5	5.00		
	PI 4. Number of beneficiaries served									
	Individuals	Facilitated and assisted clients who availed IEC materials and VSU products displayed at Technomart	1,500	2600	5	5	5	5.00		

	PI 7. Number of assisted and facilitated research proposals	Drafted/Assisted and facilitated submission of research/activity proposals: (1. Made proposal for ATI funding for the conduct of the Pineapple Fiesta; 2. Made proposal for DA RFO 8 for the conduct of the Technology Forum)	2	2	5	5	5	5.00	
TPTO MFO 2. Extension Services									
	PI 1. Number of Extension delivery services conducted/coordinated/participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Coordinated the exhibit during the Pineapple Fiesta and RDE Symposium; Coordinated and manned exhibit during the DOST08-RSTW 2018; Facilitated the Technoforum during the 40th VICARP Anniversary	2	3	4	5	5	4.67	
TPTO MFO 3. Capacity Building									
	PI 1. Number of trainings/workshop attended	1. Training course on Research and Development (R&D) Project Implementation Management; 2. Workshop/meeting for the conduct of the 30th RDE Symposium; 3. Queen Pineapple Roadmapping	3	3	5	5	5	5.00	
TPTO MFO 4. Administrative and Facilitative Services									
	PI 1: Number of VICARP member agencies facilitated for the conduct of campus visit, symposium and meetings	Facilitated/documented surveys and meetings	24	26	5	4	5	4.67	
	PI 2: Percentage of administrative documents acted on time (PRs, Billings, prepared tokens)	Acted on time administrative documents	95%	100%	5	5	5	5.00	
	PI 3: Number of products variety displayed/managed in the Technomart and Pasalubong Counter	Monitored the business flow of the S & T products displayed at Technomart	50	55	5	5	5	5.00	

	PI 4: Number of trainings/conferences assisted and facilitated	Training course on Research and Development (R&D) Project Implementation Management; AAACU 22nd Biennial Conference and General Assembly; 30th RDE Symposium; Techno Forum; RRDCC-RAC joint meeting/workshop	2	5	5	5	5	5.00		
	PI 5: Percentage of participation as committee member	Queen Pineapple FIESTA; AAACU 22nd Biennial Conference and General Assembly; 30th RDE Symposium; Techno Forum; RRDCC-RAC joint meeting/workshop	100%	100%	5	5	5	5.00		
	PI 6: Number of Rooms cleaned, maintained and monitored	Kept the entire Technomart and Pasalubong Counter clean (2 CRs, students cubicle and display areas)	3	3	4	5	4	4.33		
	PI 7: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors on various univerisity related activities/programs/projects and seminars	As requested	12	5	5	5	5.00		
Total Over-all Rating								68.33		
Average Rating								4.88		
Adjectival Rating					Outstanding					

Evaluated and Rated by:

Date: _____

Vice President for Research and Extension

Approved:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: ELMERA Y. BAÑOC

Position: SRA

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		59				
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		4.92				

Overall recommendation : Very creative, hardworking and responsible worker. Keep it up!!!

Othello B. Capuno
OTHELLO B. CAPUNO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELMERA Y. BAÑOC
Performance Rating: Outstanding

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

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

First Step:

- 1. Constant follow up of the plans and targets
- 2. Encourage to finish Masteral Degree in Language Teaching

Result:

- 1. Problems and issues are immediately addressed
- 2. Enhance the capacity and ability to perform the tasks assigned especially in the knowledge management and event management for the consortium.

Date: January 1, 2019 Target Date: June 31, 2019

Next Step:

Empowering the staff to excel in her workplace in order to contribute for the betterment of the consortium and for the host university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

OTHELLO B. CAPUNO
Unit head

Conforme:

ELMERA Y. BAÑOC
Name of Ratee Faculty/Staff