

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

NAME OF ADMINISTRATIVE STAFF: **FELIX L. OCON**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.909</b>


TOTAL NUMERICAL RATING: **4.909**

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

TOTAL NUMERICAL RATING: **4.909**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**FELIX L. OCON**  
Name of Staff


Reviewed by:

  
**FELICIANO G. SINON**  
Department/Office Head

Recommending Approval:

  
**FELICIANO G. SINON**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President

[illegible]

MFO & Performance Indicators (PI)		Task Assigned	Target						
Others:	All interior decoration activities of the center (e.g. booth, exhibits, etc.)	Perform interior decoration for the center	100% of activities per	100		3	5	5	4.33
	No. of center committee membership assignment	Perform center committee membership assignments							
	Number of center-based reports, powerpoint presentations and other documents prepared and submitted	Perform function of administrative assistant of the center	10	10		3	5	5	4.33
									8.66
Total Over-all Rating									48.66
	Average Rating (Total Over-all rating divided by 4)			4.866	Comments & Recommendations for Development Purposes:  Encouraged to attend trainings, conferences and seminars.				
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING			4.87					
	ADJECTIVAL RATING			Outstanding					

Evaluated and Rated by:

FELICIANO G. SINON  
Director

Date: \_\_\_\_\_

Recommending Approval:

FELICIANO G. SINON  
Director

Date: \_\_\_\_\_

Approved by:

OTHELLO B. CAPUNO  
Vice-President

Date: \_\_\_\_\_

# Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **July 1 to Dec 31, 2018**

Name of Staff: **FELIX L. OCON** Position: **Science Research Assistant**

**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		60-61				

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	<b>Scale</b>				
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
<b>Total Score</b>					
<b>Average Score</b>					5.00

Overall recommendation : OUTSTANDING

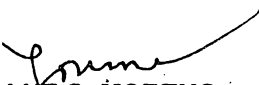
  
**LUZ O. MORENO**  
 Project Leader/Study Leader

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **FELIX L. OCON**

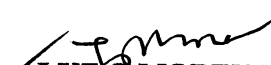
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
<b>MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)</b>								
1	No. of days for field visit and diseased incidence monitoring	40	Weekly visit at scheduled		70	Very Impressive	O	Encouraged to attend trainings, conferences and seminars
2	No. of germplasm areas/size of experimental areas maintained	1	July1, 2018	Dec. 31, 2018	2	Very Impressive	O	
3	No. of accessions collected	5	As per scheduled collection trips		26	Impressive	O	
4	No. of tissue cultured abaca accessions potted and hardened	300	When available tissue culture seedlings available		-			
5	No. of accessions planted/replanted in the germplasm area	20	Sept. 1, 2018	Oct. 31, 2018	32	Very Impressive	O	
6	No. of accessions harvested and characterized	6	Quarterly (as per maturity index)		-			
7	No. of hours spend for data encoding	150	As soon as data is available		200	Very Impressive	O	
8	No. of accessions analyzed for diversity analysis	-	When data is already available		-			
9	No. of powerpoint presentation	1	As scheduled		3	Very	O	

	prepared					Impressive	
10	No. of reports prepared	1	Dec. 15, 2018	Dec. 25, 2018	6		O
11	No. of posters prepared	1	As scheduled		2	Very Impressive	O
Others: (at least 10% of total tasks)							
12	Performed interior decoration for the center	100%	As assigned		100	Impressive	VS
13	No. of center committee membership assignment	2	As assigned		-		
14	No. of center-based reports, powerpoint presentation and other documents prepared and submitted	10	As scheduled (Annual report, Mid-year, IPCRs...etc)		10	Impressive	VS

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

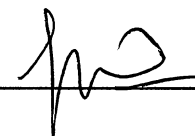
Prepared by:

  
**LUZO MORENO**  
Study leader

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX L. OCON**  
Performance Rating: **OUTSTANDING**

Signature: \_\_\_\_\_



**Aim: Efficient and effective implementation of research activities.**

**Proposed Interventions to Improve Performance:**

**Date: July 1, 2018**

**Target Date: Dec. 31, 2018**

**First Step:**

- 
- 4. Prepare periodic plan of activities and targets on "abaca germplasm collection and conservation"**
  - 5. Implement plan of activities based on timeline and targets.**
  - 6. Regular updates and evaluation of activities**

**Result:**

- 2. Objectives of research attained by target date and expected outputs.**

**Date: Jan. 1, 2019**

**Target Date: June 30, 2019**

**Next Step:**

- 3. Prepare required reports and data as requested or requested by higher authorities.**
- 4. Assist in implementing other research-related activities in the center/university.**

**Outcome: Efficient and effective research implementation.**

**Final Step/Recommendation:**

**For Promotion.**

**Prepared by:**

  
**LUZ O. MORENO**  
Project Leader