

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: ALBERTO F. VALIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
11. Numerical Rating per IPCR	4.48	70%	3.136
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.416
TOTAL NUMERICAL RATING			4.552

TOTAL NUMERICAL RATING: 4.552

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.552

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



FELIX L. OCON
Name of Staff

Reviewed by:



FELICIANO G. SINON
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1, 2017 to Dec 31, 2017

Name of Staff: ALBERTO F. VALIDA

Position: Science Research Assistant

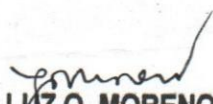
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
11.	Willing to be trained and developed	5	4	3	2	1
Total Score		52				
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	(3)	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		52			
Average Score		4.72			

Overall recommendation : OUTSTANDING


LUZ O. MORENO
 Project Leader/Study Leader

[illegible]

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
Others:		Serve as resource person on hybridization technique of abaca	1	100%	5	5	5	5.0	
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	3	5	3	5	5	4.33	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	50	58	3	5	5	4.33	
Total Over-all Rating								40.33	

Ave. Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	-
Approved Additional points	-
(with copy of approval)	
FINAL RATING	4.48
ADJECTIVAL RATING	Very Satisfactory

Received by: for OVRGEA

Calibrated by: REMBERTO A. PATINDOL
PMT

Recommending Approval: OTHELLO B. CAPUNO
Vice President

Approved by: EDGARDO E. TULIN
President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: ALBERTO F. VALIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
11. Numerical Rating per IPCR	4.48	70%	3.136
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.416
TOTAL NUMERICAL RATING			4.552

TOTAL NUMERICAL RATING: 4.552

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.552

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


FELIX L. OCON
Name of Staff

Reviewed by:


FELICIANO G. SINON
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **July 1, 2017 to Dec 31, 2017**

Name of Staff: **ALBERTO F. VALIDA**

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	3	2	1
3.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	4	3	2	1
4.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	<u>4</u>	3	2	1
5.	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.	<u>5</u>	4	3	2	1
6.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	4	3	2	1
8.	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	<u>4</u>	3	2	1
9.	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	<u>5</u>	4	3	2	1
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
11.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		52				

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	52				
Average Score	4.72				

Overall recommendation : Outstanding


LUZ O. MORENO
 Project Leader/Study Leader

FEUCANO ~~for~~ SILVER
Head of Unit

[illegible]


MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
Others:					Q ¹	E ²	T ³	A ⁴	
		Serve as resource person on	1		5	5	5	5.00	
		hybridization technique of abaca		100% of activities performed					
	No. of promising ABTV resistant hybrids selected	Monitoring and discarding of ABTV susceptible hybrids	3	5	3	5	5	4.33	
	No. of hybrid progenies harvested	Harvesting and data gathering of matured hybrid progenies	50	58	3	5	5	4.33	
								13.67	
								40.33	
Total Over-all Rating								4.48	
	FINAL RATING				VERY SATISFACTORY				
	ADJECTIVAL RATING								

Received by:

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____