### 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 N	JMERICAL RATING	4.552

TOTAL NUMERICAL RATING:

4.552

Add: Additional Approved points, if any:

4.552

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

**OUTSTANDING** 

7.00

Prepared by:

Reviewed by:

FELIX L. OCON Name of Staff

FELICIANO G. SINON
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

### 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)		,	Scal	е	
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.	3	4	3	2	
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	3	4	3	2	
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		5	12		
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			5	Scale	9	- 1

	Average Score		4	.7	2	
	Total Score		5	2		
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	<b>(4)</b>	3	2	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	
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.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	<b>(3</b>	4	3	2	

Overall	recommer	ndation
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OMESTAP AMB

LUZ O. MORENO
Project Leader/Study Leader

### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERTO F. VALIDA, Science Research Assistant 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 July 2017 to December 2017.

ALBERTO F. VALIDA

Ratee

1 42 moners

Approved: FELICIANO G. SINON

Mro & Penormance	Section associate	Took Assistant	Toward	Active Accounting		RA	RATING		Domonto
Indicators (PI)	COCCESS HICKORY	day Assigned	larger	Actual Accomplishments	ā	E <sup>2</sup>	Т3	A <sup>4</sup>	Kemarks
MFO2: Research									
Services			alle de la company						
	No. of parental materials monitored	Monitoring of flowering	09	09	3	5	8	4.33	
	No. of crosses performed	Hybridization/Pollination	20		ħ	5	1	4.17	
			i de la companya del companya de la companya del companya de la companya del la companya de la c						
	No. of seeds harvested	Harvesting of mature seeds from	1250	1500	4	7	2	4.67	
		crosses and sowing in seedboxes						000	
	No. of hybrid seedlings maintained	Care and maintenance of the	009	009	3	7	5	4.33	
		hybrid seedlings in seedboxes							
	No. of hybrid seedlings transplanted	Field transplanting	150	160	3	5	5	4.33	
	No. of selected hybrid seedlings maintained Periodic care and maintenance of	Periodic care and maintenance of	150	150	e	5	5	4.33	
		hybrid seedlings in the initial clone						12	)
		plot							

						RA	RATING		
Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	ā	E <sup>2</sup>	£_	P <sub>4</sub>	Remarks
Others:		Serve as resource person on	1	100%	4	+	1	10	
		hybridization technique of abaca							
_	No. of promising ABTV resistant hybrids	Monitoring and discarding of ABTV	3	5	0	5	+	4.33	
S	selected	susceptible hybrids							
4	No. of hybrid progenies harvested	Harvesting and data gathering of	50	58	2	4	7	4,33	
		matured hybrid progenies							
Fotal Over-all Rating								40.33	

Ave. Rating (Total Over-all		
rating divided by 4)		
Additional Points:		
Punctuality	1	
Approved Additional points	•	
(with copy of approval)		
FINAL RATING		4.48
ADJECTIVAL RATING		Very Salistatory

Received by:

Calibrated by:

Recommending Approval:

OTHELLO B. CAPUNO Vice President

Approved by:

EDGARDO E. TULIN

OVPRGEA

REMBERTO A. PATINDOL
PMT

### 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 N	UMERICAL RATING	4.552

TOTAL NUMERICAL RATING:

4.552

Add: Additional Approved points, if any:

4.552

TOTAL NUMERICAL RATING:

**OUTSTANDING** 

ADJECTIVAL RATING:

Prepared by:

Name of Staff

Reviewed by:

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

DGARDO E. TULIN

"Exhibit O"

### 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	<b>Descriptive Rating</b>	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.

The staff fails to meet job requirements

Poor

A. (	Commitment (both for subordinates and supervisors)			Scale	Э	
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	4	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.	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	<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	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	<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	5	4	3	2	1
	Total Score			52		

	Leadership & Management (For supervisors only to be rated by higher supervisor)		,	Scale	е	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score			52		
	Average Score	The second second				

Overall recommendation

: Outstanding

LUZO. MORENO
Project Leader/Study Leader

### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERTO F. VALIDA, Science Research Assistant 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 July 2017 to December 2017.

ALBERTÓ F. VALIDA Ratee

Project/Study Leader Recommending Approval: LOZO. MORENO

MFO & Performance Indicators		4		Actual		RAT	RATING		
(PI)	Success Indicators	l ask Assigned	larget	Accomplishments	ā	E <sup>2</sup>	ĩ_	A*	Kemarks
MFO2: Research									
Services									
•	No. of parental materials monitored	Monitoring of flowering	09	09	8	2	2	4.33	
	No. of crosses performed	Hybridization/Pollination	20	24	4	5	5	4.67	
	No. of seeds harvested	Harvesting of mature seeds from	1250	1500	4	2	2	4.67	
		crosses and sowing in seedboxes							
	No. of hybrid seedlings maintained	Care and maintenance of the	009	009	3	5	2	4.33	
		hybrid seedlings in seedboxes							
	No. of hybrid seedlings transplanted	Field transplanting	150	160	8	5	5	4.33	
	No. of selected hybrid seedlings maintained	Periodic care and maintenance of	150	150	3	5	5	4.33	
		hybrid seedlings in the initial clone							
		plot					20 30 30		
								26.67	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Accomplishments		RAT	RATING		Remarks
					δ,	E <sup>2</sup>	<u>L</u>	A4	
Others:		Serve as resource person on	1		5	5	5	5.00	
		hybridization technique of abaca		100% of activities performed					
	No. of promilisng ABTV resistant hybrids	Monitoring and discarding of	3	5	3	5	5	4.33	
	selected	ABTV susceptible hybrids							
			tre .					, e	
	No. of hybrid progenies harvested	Harvesting and data gathering	90	58	3	5	5	4.33	
		of matured hybrid progenies							
								13.67	
Total Over-all Rating								40.33	
	FINAL RATING							4.48	
	ADJECTIVAL RATING					VERY S	SATISFA	VERY SATISFACTORY	

Received by:

Calibrated by:

REMBERTO A. PATINDOL

Date:

Date:

Planning Office

Recommending Approval:

OTHELLO B. CAPUNO
Vice President

Date:

Approved by:

EDGARDO E. TULIN

Date