



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: GELBERTO P. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
TOTAL NUMERICAL RATING			4.491

TOTAL NUMERICAL RATING: 4.491

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.491

FINAL NUMERICAL RATING 4.491

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

GELBERTO P. VALDEVIESO  
Name of Staff

Reviewed by:

ROMEL B. ARMECIN  
Office Head

Recommending Approval:

JOSE L. BACUSMO  
Director, Research

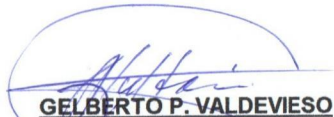
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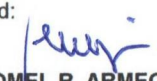
OTHELLO B. CAPUNO  
Vice President, RDE

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 2020 to Dec 2020.


  
**GELBERTO P. VALDEVIESO**  
 Ratee  
 Date:

Approved:   
**ROMEL B. ARMECIN**  
 Unit Head  
 Date:


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	10 clients with zero complaints	11 clients with zero complaints					
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	20	10	5	5	5	5.00	
		No. of Eco-FARMI vehicle and farm equipment maintained	Maintains vehicle and farm equipment to keep them functional	10	6	4	4	4	4.00	1 running vehide; 5 functional farm equipment

		No. of additional assignments for admin/field staff (due to travel and other restrictions resulting from covid 19)		3	3	5	4	5	4.67	Assist in service training in nearby barangay (Gabas) from Nov. to Dec. 2020
	<b>Total Over-all Rating</b>								13.67	
	<b>Average Rating</b>								4.56	
	<b>Adjectival Rating</b>								0	

Evaluated and rated by:

  
**ROMEL B. ARMECHIN**  
 Unit Head  
 Date:


Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director, Research  
 Date:

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice President, RDE  
 Date

Comments and Recommendation for Development Purposes:

Participate relevant training related to maintenance of farm machineries & equipment  






## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

Name of Staff: **GELBERTO P. VALDEVIESO**

Position: **Administrative 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	(5)	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 52/12				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.33				

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

  
**ROMEL B. ARMECIN**  
 Printed Name and Signature  
 Head of Office

**PERFORMANCE MONITORING & COACHING JOURNAL**  
**Rating Period: July-December 2020**

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

Name of Employee: **GELBERTO P. VALDEVIESO**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Preparation of materials needed for the installation of steel posts for the fishponds perimeter fence	July 6 & 25, 2020					
<b>Coaching</b> Installation of welded posts for the fishponds perimeter fence	October 7, 2020					

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

Conducted by:

**ROMEL B. ARMECIN**  
 Immediate Supervisor

Noted by:

**OTHELLO B. CAPUNO**  
 Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**  
Rating Period: July-December 2020

Name of Employee : GELBERTO P. VALDEVIESO  
Performance Rating : \_\_\_\_\_

Aim: To learn other skills useful in the conduct of work related activities.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020 Target Date: within 3rd Quarter 2020

**First Step:**

Seeks for other skills trainings of TESDA

**Result:**

Register in the skills training program.

Date: within 3rd 2020 Target Date: within 4th Quarter 2020

**Next Step:**

Practice learned new skill.


**Outcome:**

Enhanced skill learned including welding works.

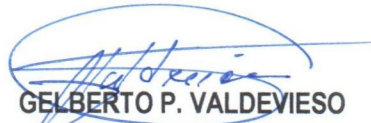
**Final Step/Recommendation:**

Use learned skills whenever applicable in any work activities of the institute.

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head

Conforme:

  
**GELBERTO P. VALDEVIESO**  
Name of Ratee