COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

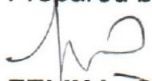| Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.882

TOTAL NUMERICAL RATING: **4.882**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.882**

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

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX L. OCON, **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 2019** to **December 2019.**

FELIX L. OCON
Ratee

Recommending Approval: **LUZ O. MORENO**
Project/Study Leader

Approved: **FELICIANO G. SINON**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments		RATING				Remarks
						Q^1	E^2	T^3	A^4	
MFO2: Research Services										
	Number of days for field visit and disease incidence monitoring	Regular field visit of germplasm and nursery areas	40	65		5	5	5	5.00	
	Size (hectares) of experimental area maintained	Maintain germplasm and nursery areas	1	2		5	5	5	5.00	
	Number of accessions collected	Collect abaca accessions	5	29		5	5	5	5.00	
	Number of tissue cultured abaca accessions potted and hardened	Potting and hardening of tissue cultured abaca accessions	150	300		5	5	5	5.00	
	Number of accesisons planted/ replanted in the germplasm area	Plant/replant abaca accessions	20	30		5	5	5	5.00	
	Number of accessions harvested and characterized	Harvest and characterize mature abaca accessions	6	0						Germplasm were newly transferred
	Number of hours spent for data encoding	Encode database	150	175		4	4	5	4.33	
	Number of accesions analyzed	Perform diversity analysis of 32 vegetative parameters								
	Number of powerpoint presentation prepared	Prepare powerpoint	1	4		5	5	5	5.00	
	Number of reports submitted	Prepares research report	1	4		5	5	5	5.00	
	Number of posters prepared	Prepares research posters	1	2		5	5	5	5.00	

MFO & Performance Indicators (PI)		Task Assigned	Target	Actual Accomplishments		RATING				
						Q^1	E^2	T^3	A^4	
Others:	All interior decoration activities	Perform interior decoration for	100% of activities pe	100		5	5	5	**5.00**	
	of the center (e.g. booth, exhibits, etc.)	the center								
	No. of center committee membership	Perform center committee		5		5	5	5	**5.00**	
	assignment	membership assignments								
	Number of center-based reports,	Perform function of administrative	10	15		5	5	5	**5.00**	
	powerpoint presentations and other	assistant of the center								
	documents prepared and submitted									
Total Over-all Rating									59.33	
	Average Rating (Total Over-all rating devided by 4)			4.94						
	Additional Points:									
	Approved Additrional points (with copy of approval)									
	FINAL RATING			4.94						
	ADJECTIVAL RATING									
				OUTSTANDING						

Comments & Recommendations for Development Purposes:

Very hardworking and reliable.
Recommended for regular position/item

Evaluated and Rated by:

FELICIANO G. SINON
Director
Date: _____

Recommending Approval:

FELICIANO G. SINON
Director
Date: _____

Approved by:

OTHELLO B. CAPUNO
Vise-President
Date: _____

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/ Recommen-dation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of days for field visit and diseased incidence monitoring	40	Weekly visit at scheduled		65	Very Impressive	O	Very hardworking and reliable. Recommended for regular position/item.
2	No. of germplasm areas/size of experimental areas maintained	1	July1, 2019	Dec. 31, 2019	2	Very Impressive	O	
3	No. of accessions collected	5	As per scheduled collection trips		29	Very Impressive	O	
4	No. of tissue cultured abaca accessions potted and hardened	150	When available tissue culture seedlings available		300	Very Impressive	O	
5	No. of accessions planted/replanted in the germplasm area	20	Sept. 1, 2019	Oct. 31, 2019	30	Very Impressive	O	
6	No. of accessions harvested and characterized	6	Quarterly (as per maturity index)		0			
7	No. of hours spend for data encoding	150	As soon as data is available		175	Impressive	VS	
8	No. of accessions analyzed for diversity analysis	-	When data is already available		-			
9	No. of powerpoint presentation	1	As scheduled		4	Very	O	

	prepared					Impressive	
10	No. of reports prepared	1	Nov. 15, 2019	Dec. 15, 2019	4	Very Impressive	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	Very Impressive	O
13	No. of center committee membership assignment	-	As assigned		5		
14	No. of center-based reports, powerpoint presentation and other documents prepared and submitted	10	As scheduled (Annual report, Mid-year, IPCRs…etc)		15	Very Impressive	O

* Either very impressive, impressive, needs improvement, poor, very poor
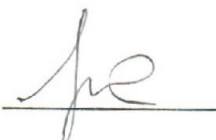
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

LUZ O MORENO
Study leader

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **OUTSTANDING**

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

Proposed Interventions to Improve Performance:

Date: _July 1, 2019_   Target Date: _Dec. 31, 2019_

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: _January 1, 2020_   Target Date: _June. 30, 2020_

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:

Harworking, reliable and output oriented. Keep up the excellent performance.
For Promotion to regular position.

Prepared by:

LUZ O. MORENO
Project Leader

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: **July 1 to December 31, 2019**

Name of Staff: **FELIX L. OCON**   Position: **Science Research Assistant**
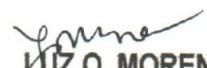
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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				
	5	4	3	2	1
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	57				

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					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score					
Average Score	4.75				

Overall recommendation : _Recommended for regular position/items /approving ING_

LUZ O. MORENO
Project Leader/Study Leader

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