



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

**Annex P**

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	5.0	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>5.00</b>

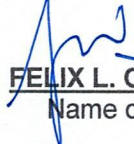
TOTAL NUMERICAL RATING: **5.00**

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


TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**FELIX L. OCON**  
Name of Staff

Reviewed by:

  
**LUZ O. MORENO**  
Project Leader

Recommending Approval:

  
**ROMEL B. ARMECIN**  
NARC, Director

Approved:

  
**SANTIAGO T. PEÑA JR.**  
Vice- President for RE&I

**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 <sup>accomplishments</sup> in accordance with the indicated measures for the period January 2024 to June 2024.

**FELIX L. OCON**

Ratee

Recommending Approval: **LUZ O. MORENO**

Project/Study Leader

Approved: **ROMEL B. ARMECIN**

Head of Unit

Date: **7/11/24**

Date: **7/12/24**

Date: **7/15/24**

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO2: Research Services</b>									
	Number of days for field visit and disease incidence monitoring	Regular field visit of germplasm and nursery areas	30	100	5	5	5	5	
	Size (hectares) of experimental area maintained	Maintain germplasm and nursery areas	1	1.5	5	5	5	5	
	Number of accessions collected	Collect abaca accessions	5	11	5	5	5	5	
	Number of accessions planted/replanted in the germplasm area	Plant/replant abaca accessions	10	30	5	5	5	5	
	Number of accessions harvested and characterized	Harvest and characterize mature abaca accessions	10	30	5	5	5	5	
	Number of hours spent for data encoding	Encode database	100	190	5	5	5	5	
	Number of accessions analyzed	Perform diversity analysis of completely gathered vegetative parameters							
	Number of powerpoint presentation prepared	Prepare powerpoint	1	2	5	5	5	5	
	Number of reports submitted	Prepares research report	1	7	5	5	5	5	
	Number of posters prepared	Prepares research posters	1	2	5	5	5	5	
<b>Others:</b>	All interior decoration activities	Perform interior decoration for	100% of activities per	135	5	5	5	5	





## 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
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of days for field visit and diseased incidence monitoring	30	Weekly visit at scheduled		100	Very Impressive	O	Outstanding performance. Recommended to attend trainings/seminars related to his job.
2	No. of germplasm areas/size of experimental areas maintained	1	Jan, 2024	June. 30, 2024	1.5	Very Impressive	O	
3	No. of accessions collected	5	As scheduled		11	Very Impressive	O	
4	No. of tissue cultured abaca accessions potted and hardened							
5	No. of accessions planted/replanted in the germplasm area	10	Mar. 1, 2024	April 30, 2024	30	Very Impressive	O	
6	No. of accessions harvested and characterized	10	As flagleaf, when inflorescence and fruit/seed ready		30	Very Impressive	O	
7	No. of hours spend for data encoding	100	As soon as data is available		190	Very Impressive	O	
8	No. of accessions analyzed for diversity analysis							




9	No. of liters of medium prepared and dispensed	150	Monthly	170	Very Impressive	O	
10	No. of accessions inoculated	50	As per request	60	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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX L. OCON

Performance Rating: OUTSTANDING

Aim: Efficient and effective implementation of research activities.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

### First Step:

- Prepare periodic plan of activities and targets on "fiber characterization (e.g. physical, chemical and pulping).
- Implement plan of activities based on timeline and targets.
- Regular updates and evaluation of activities.

### Result:

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

Date: July 1, 2024

Target Date: December 31, 2024

### Next Step:

- Prepare required reports and data as requested or requested by higher authorities.
- Assist in the *in vitro* multiplication of abaca planting materials.

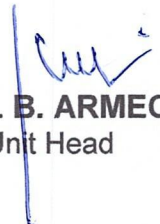
### Outcome:

- Efficient and effective research implementation.

### Final Step/Recommendation:

- Outstanding performance.
- Recommended to attend trainings/seminars related to his job.

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head

Conforme:

  
**FELIX L. OCON**  
Name of Ratee Faculty/Staff





Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2024

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		50				

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						
Average Score						

Overall recommendation

: Outstanding for promotion

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