



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ELMERA Y. BANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.486
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.968

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

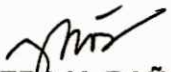
FINAL NUMERICAL RATING

4.968

ADJECTIVAL RATING:

Outstanding

Prepared by:


ELMERA Y. BANO
Name of Staff

Reviewed by:


ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Director, Extension

Approved:


MARIA JULIET C. CENIZA
Vice President for Research and Extension



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2023

Name of Staff: ELMERA Y. BANOC Position: SCIENCE RESEARCH SPECIALIST I

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						

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		84				
Average Score		4.94				

Overall recommendation :

Outstanding



ANTONIO P. ABAMO

Director, Extension

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2
FM-HRM-26
V0 11-12-2021

No.

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELMERA Y. BAÑOC
Performance Rating: Outstanding

Signature: 

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: December 31, 2023

First Step:

1. Constant follow up of the plans and targets
2. Encourage to attend activities for capability building

Result:

1. Problems and issues are immediately addressed
2. Enhance the capacity and ability to perform the tasks assigned especially in the knowledge management and event management for the consortium.

Date: January 1, 2024

Target Date: June 31, 2024

Next Step:


Empowering the staff to excel in her workplace in order to contribute for the betterment of the consortium and for the host university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.


Final Step/Recommendation:

Provide opportunity for continuous learning and capability development and promotion.

Prepared by:


ANTONIO P. ABAMO
Unit head

Conforme:


ELMERA Y. BANO
Name of Ratee /Staff

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ELMERA V. BANOC**, Science Research Specialist/VICARP&Extension , 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 to December 2023**.


ELMERA V. BANOC
 Science Research Specialist I
 Date: 1/10/2024


ANTONIO P. ABAMO
 Head of Unit/Office
 Date: _____

MFO/PAPs	Success Indicator	Task Assigned	Target	Rating					Remark
				Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
Research Services	Pl 1. Number of RDE news and features articles published	Wrote and published articles in VICARP FB page/VICARP Highlights and OVPREI FB Page and R and E Highlights	5	10	5	5	5	5.00	Articles on VICARP Banner Program undertakings and Extension Office
	Pl 2. Number of Non-R and D projects implemented	Implemented non-R and D projects funded by DOST-PCAARRD	1	4	2	2	2	5.00	1. RAISE Knowledge Management project- Project Staff Level II 2. NSTW 3. Rootcrops FIESTA 4. ICT Infra

	PI 3. Number of tarpaulins edited and produced	Edited tarpaulins for events and promotions/virtual background	5	10	5	5	5	5	5.00	Both physical and online posting of extension and ViCARp Main events
	PI 4. Number of beneficiaries served									
	Individuals	Facilitated and assisted clients who availed ViCARP services, Extension Services, IEC materials, attended ViCARP and VSU event, availed technologies and products	1,500	3500	5	5	5	5	5.00	Inquired, ask assistance via online (phone and emails) and face to face interaction
	Groups	Facilitated and assisted agencies for ViCARP and extension office undertakings and collaboration and projects implementation	20	30	5	5	5	5	5.00	and other neighboring SUCs, extension project leaders, and government line agencies
	PI 5. Number of assisted and facilitated research proposals/awards	Drafted/Assisted and facilitated submission of research/activity proposals	2	5	5	5	5	5	5.00	
Sub-Total									5.00	

Extension Services	PI 1. Number of Extension delivery services conducted/coordinated/participated:webinars	Coordinated online delivery of extension services through the conduct of webinar sessions Regional Knowledge Management Workshop, Financial Management, Technology Pitching webinars, ISO related webinars, Event Management	2	5	5	5	5	5	5.00	
Sub-Total			5.00							
Capacity Building	PI 1. Number of trainings/workshop attended	1. Government Employees Workshop and Convention 2. Capability Building for AdPA BOD 3. Training/Workshop on POAP 4. Workshop for ERCP Renewal of Proposal	3	4	5	5	5	5	5.00	Face to face training workshop
Sub-Total			5.00							
Administrative and Facilitative Services	PI 1: Number of VICARP member agencies facilitated for the conduct of campus visit, symposium and meetings	Facilitated/documented surveys and meetings	24	28	5	5	5	5	5.00	
	PI 2. Number of new and existing products labels produced	Layouted and re-layouted packaged products	5	5	4	5	5	5	4.67	VSU's and New incubatees' products
	PI 3: Percentage of administrative documents acted on time (PRs, Billings, prepared tokens)	Acted on time administrative documents	95%	100%	5	5	5	5	5.00	
	PI 4: Number of products variety displayed/managed in the Technomart and Pasalubong	Monitored the business flow of the S & T products displayed at Technomart	50	60	5	4	5	4.67		

	Pl 5: Number of trainings/meetings assisted and facilitated	1.Science Communication Coordinators meeting, 2. RERDIAP Meeting, 3. RAISE Meeting 4. Top Management Meeting, 5. Level II cluster meeting 6. Stakeholders/project leaders meeting, 7. Symposium Meeting, 8. R and D Cluster Meeting, 9. VICARP Secretariat Meeting, 10. NSTW/FLESTA meetings, Different Committee Meeting, 11. ICT	3	13	5	5	5	5.00	
	Pl 6: Percentage of participation as committee member		100%	100%	5	5	5	5.00	
	Pl 7: Number of Rooms cleaned, maintained and monitored	Kept the entire Technomart and Pasalubong Counter clean (2 CRs, students cubicle and display areas)	3	3	4	5	5	4.67	
	Pl 8: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors on various university related activities/programs/projects and seminars	As requested	15	5	5	5	5.00	
	Pl 9: Percentage of participation as core dDRC for VP, REI	Acted on the proper records keeping and retrieving of documents	100%	100%	5	5	5	5.00	
	Pl 10: Percentage of participation as Knowledge management Cluster Coordinator and Science	Acted as Knowledge Management Cluster Coordinator of VICARP	100%	100%	5	5	5	5.00	
Sub-Total								4.90	

Good Practices	PI 1. Number of committees involvement	Acted as members of the different committees of major VSU's events	3	5	5	5	5	5.00	
	PI 2. Membership to reputable organizations	Member of the Philippine Government Association	1	1	5	5	5	5.00	
	PI 3. Involvement in VSU's Administrative Personnel Association	Acted as Secretary for 2 consecutive terms of AdPA	1	1	5	5	5	5.00	
Sub-Total								5.00	
Total Over-all Rating									
Average Rating								4.98	
Adjectival Rating								Outstanding	
Average Rating (Total Over-all rating divided by 4)								4.98	
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING								4.98	
ADJECTIVAL RATING								Outstanding	
Comments & Recommendations for Development Purpose:									
Hardworking and very innovative & resourceful.									

Evaluated and Rated by:

Antonio P. Abamo
ANTONIO P. ABAMO, Ph.D.
 Director, Extension
 Date: _____

Recommending Approval:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA, Ph.D.
 Vice President for Research, Extension, and Innovation
 Date: _____

Approved:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA, Ph.D.
 Vice President for Research, Extension, and Innovation
 Date: _____