

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Alniel B. Cinco**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.22 | 70% | 2.95 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.55 | 30% | 1.37 |
| TOTAL NUMERICAL RATING | | | 4.32 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.32**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


PRECILA C. BELMONTE

Temp. Administrative Officer
12/2/24

Reviewed by:


MARLON M. TAMBIS/ ALAN B. LORETO

Assistant Director/ Director
12/3/24

Approved:



SANTIAGO T. PEÑA JR.

VP for Res., Ext., &
Innovation



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALNIEL B. CINCO**, of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period January 1 to June 30, 2024.


ALNIEL B. CINCO
 Ratee 12/2/24

Approved:

 
MARLON M. TAMBIS / ALAN B. LORETO
 Asst. Director/Director 12/3/24

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|--|--|-------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Administrative Services / Utility Services | Percentage of dispatched trips driven safely and passengers conducted to their destination within the specified time | To conduct and fetch passengers to requested destinations safely | 100% | 100% | 5 | 4 | 4 | 4.33 | |
| | No. of hours consumed in the cleaning and maintenance of assigned vehicles | To maintained the assigned vehicles | 15 hours/mo | 10 hours/mo | 5 | 4 | 5 | 4.67 | |
| | No. of hours consumed in the cleaning of the garage | To clean the garage | 15 hours/mo | 8 hrs /mo | 4 | 4 | 4 | 4 | |


| | | | | | | | | | |
|--|---|---|-------------|-----------|---|---|---|------|--|
| | No. of hours consumed in lawn mowing | To clean the assigned areas in the garage vicinity | 5 hours/mo | 4 hrs/mo. | 4 | 4 | 4 | 4 | |
| | No. of hours consumed in driving the tractor for land preparation of the experimental areas | To drive the tractor for any land preparation activities | 15 hours/mo | 5 hrs/mo. | 4 | 4 | 4 | 4 | |
| | No. of hours consumed in operating the audio system in the training hall | To operate the audio system whenever there is an occasion | 5 hours | 4 hrs/mo | 4 | 4 | 4 | 4 | |
| | Percentage consumed as utility messenger | To act as a messenger if the utility messenger is absent | 100% | 20 % | 4 | 4 | 5 | 4.33 | |
| | Number of hours consumed in assisting the electric officer who is assigned monthly to operate the axially generator | To assist the electric officer who is assigned monthly to operate the axially generator | 3 hours | 2 hrs/mo | 4 | 4 | 4 | 4 | |

| | | | | | | | | | |
|-----------------------|-------------------------|------------------------|----|---|---|---|---|------|-------|
| Other duties | Number of DTRs prepared | To prepare monthly DTR | 12 | 6 | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | | 38.00 |

| | | |
|---|-------------------|--|
| Average Rating (Total Over-all rating divided by 4) | 4.22 | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| NUMERICAL RATING | 4.22 | |
| ADJECTIVAL RATING | very satisfactory | |

To attend trainings on vehicle & personality development

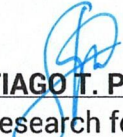
Evaluated & Rated by:


ALAN B. LORETO / **MARLON M. TAMBIS**
 Director/Assistant Director

Date: 12/3/24

Date: 12/3/24

Approved by:


SANTIAGO T. PEÑA JR.
 VP. Research for Extension and Innovation

Date: 11/9/2024

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| X | 1 st | Q U A R T E R |
| X | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office: **PhilRootcrops**

Head of Office: **Prof. Alan B. Loreto & Prof. Marlon M. Tambis**

Name of Personnel: **Alniel B. Cinco**

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|---|---|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring <u>1st Quarter</u> <u>2nd quarter</u> a. Monitoring of the assigned office activities | One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e.g vehicle maintenance, conduct / fetch of staff during travel | Meeting with staff under the Administrative Division Meeting with persons concerned together with personnel raising the negative feedback / filing a complaint | | | Negative feedback from concerned personnel were addressed Office procedures were properly followed |
| Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Admin Div to attend learning and dev trainings offered by the University | One-on-one coaching | Group coaching through meetings and even in group discussions | | | Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed |

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

Conducted by:

PRECILA C. BELMONTE
Immediate Supervisor

Noted by:

MARLON M. TAMBIS / ALAN B. LORETO
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALNIEL B. CINCO**

Performance Rating: _____

Aim: To maintain the service vehicles of the Center and to drive passengers to their respective destination safely

Proposed Interventions to Improve Performance:

Date: January 1, 2024Target Date: June 30, 2024

First Step:

- Meeting and coaching of staff to come up with procedures on how to maintain the service vehicles
- Meeting / coaching on the safe driving and proper etiquette in accommodating /handling passengers

Result:

Vehicles properly maintained /with vehicle maintenance plan followedDate: July 1, 2023Target Date: December 31, 2023

Next Step:

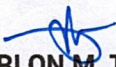
Periodic monitoring and checking of outputsOutcome: Vehicles and other related facilities properly maintained

Final Step/Recommendation:


To maintain performance and or exceed the current performance.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:


MARLON M. TAMBIS/ALAN B. LORETO
Asst. Director/Director

Conforme:


ALNIEL B. CINCO

Name of Ratee /Faculty/Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Alniel B. Cinco

Position: Administrative Aide IV

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 | | | | | | |
| 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 | | 50 | | | | |
| Average Score | | 4.55 | | | | |
| Overall recommendation: | | | | | | |


ALAN B. LORETO
 Director