

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Jaime A. Caballero

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	4.75 x .70	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x .30	1.4
TOTAL NUMERICAL RATING			4.72

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Add: Additional Approved Points, if any: —

TOTAL NUMERICAL RATING: —

ADJECTIVAL RATING: Outstanding

Prepared by:

JAIME A. CABALLERO  
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO  
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

EDGARDO E. TULIN  
President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JAIME A. CABALLERO**, of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION (OVPRE) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.

**OTHELLO B. CABALLERO**  
Vice Pres. RD/E  
Date: \_\_\_\_\_

**JAIME A. CABALLERO**  
AA III  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services										
		PL1. Number of dispatched trips driven safely and passengers conducted/fetched to and from their destination.	Conducts and fetch passengers inside and outside VSU campus.	Win Campus - 50, Outside - 80	75 w/in campus, 95 outside	4.8	4.8	4.7	4.7	
		PL2. 100% of the repair and maintenance of the vehicle.	Repairs and maintenance of the vehicle/physical facilities.	90% of repaired	98% of repaired	4.6	4.6	4.8	4.7	
		PL3. 100% of office documents delivered in the absence of the regular messenger.	Delivers RD/E documents in the absence of the regular messenger.	70% docs delivered	75% docs delivered	4.5	4.5	4.5	4.5	
		PL4. 100% of RD/E documents photocopied/collated.	Photocopying/collating of official documents.	70% photocopied	75% photocopied	4.5	4.5	4.5	4.5	
		PL5. Number of trainings, in-house reviews, agri-fair/exhibits facilitated/conducted to requesting LGUs.	Helps/assists the exhibit team to install the tent and display the exhibit materials.	5 assisted/conducted	8 assisted/conducted	4.8	5	5	4.9	
		PL6. Other tasked assigned by superiors.	Performs other tasks assigned by the supervisor.	100%	100%	5	5	5	5	
OVPI MFO 2. Frontline Services										
		PL1. Efficient and customer-friendly best practices/new initiatives	Zero percent complaint.	100%	100%	5	5	5	5	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Received by: \_\_\_\_\_

Planning Officer

Date: \_\_\_\_\_

Calibrated by: **REMBERTO A. PATINDOL, Ph.D**  
Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval: **OTHELLO B. CABALLERO, Ph.D.**  
Vice Pres. for Research and Extension

Date: \_\_\_\_\_

Approved: **EDGARDO E. FULIN, Ph.D.**  
President

Date: \_\_\_\_\_



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

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JAIME A. CABALLERO  
AA III

OTHELLO B. CABALLERO  
Vice Pres. RD/E

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Total Over-all Rating									
Average Rating									
Adjectival Rating									

Received by: \_\_\_\_\_

Calibrated by: REMBERTO A. PATINDOL, Ph.D.  
Chairman, PMT

Approved: OTHELLO B. CABALLERO, Ph.D.  
Vice Pres. for Research and Extension

Approved: OTHELLO B. CABALLERO, Ph.D.  
President

Planning Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2017

Name of Staff: JAIME A. CABALLERO Position: Adm. 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		56				



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		4.67				

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

  
**OTHELLO B. CAPUNO**  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAIME A. CABALLERO  
Performance Rating: OUTSTANDING

Signature: 

Aim: *To have a smooth and efficient office operations.*

Proposed Interventions to Improve Performance

Date: January 1, 2017 Target Date: June 30, 2017

First Step:

1. To conduct , fetch passengers inside and outside campus and repairs, maintain vehicles and physical facilities responsibly.
2. To attend a training on values orientation workshop.

Result:

1. Improvement of performance in work value.

Date: July 1, 2017

Target Date: December 31, 2017

Next Step

1. Assist the incharge in the over-all activity of the office as support staff and work overtime if nescessary.


Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion.

Prepared by:

  
OTHELLO B. CAPUNO  
Unit Head