

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Maria Elsa M. Umpad

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.89	70%	3.42
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
Total Numerical Rating			4.89

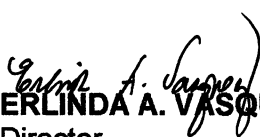
TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E)

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Elsa M. Umpad**, Administrative Officer II of PhilRootcrops, 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 1, 2018 to June 30, 2018.


MARIA ELSA M. UMPAD

Ratee


ERLINDA A. VASQUEZ

Head of Unit

Date _____

MFOs / PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
MFO3: Extension Services	<u>Trainings and Exhibits</u>								
	Number of coordinated / facilitated trainings / seminars / workshops / other extension activities	To coordinate / facilitate trainings/ seminars/ workshops / etc	3	4	5	5	5	5	CARE, Cassava Congress, project inception meetings
	Number of extension activity proposals prepared	To prepare proposals for funding	2	5	4	5	5	4.67	Learning Site Proposal , Visayas Wide Congress, Mindanao-wide, NationalCassava Congress
	Number of visitors briefed with PhilRootcrops Technologies	To brief Center's visitors with rootcrop technologies and the on-going RDE activities of the Center	500	600	5	5	5	5	Students, farmers, researchers, SCUs, NGOs, training participants, booth visitors,etc
	Number of students, farmers and other visitors facilitated with their requests	To facilitate the request of students and other visitors	50	100					BS DEvCom, BS Extension and BSA, BSFT, BS Biotech, PhilSci students requests, DOST-SEI scholars; requests for planting materials

MFO6: General Administration and Support Services	Number of office documents checked, prepared for Director's signature and countersigned	To check and countersign office documents before the signatory of the Director / or prior to release to appropriate offices	2,500	3,500	5	5	5	5	All office documents
	Number of daily expenditures of center's projects recorded and monitored	To monitor and record daily expenses / disbursements of funds of Center's projects	600	1,500	5	5	5	5	PRs, OR, DVs, RIS, POs, etc.
	Number of yearly budgetary proposal prepared	To prepare yearly research project' budget!	15	35	5	5	5	5	Compilation of 34 project budgets into 1 Center's budget proposal including the Center's MOOE
	Number of office communications prepared	To prepare draft, finalize and print communications for Center's requests/ response communications to requests from clienteles / attachments to Center documents; including MOA / MOU	60	125	5	5	5	5	Certifications, justifications, billing statements, office communications, e-mail and other correspondence, notice of meetings, agenda, MOU/ MOAetc
	Number of phone calls received and attended	To received phone calls (in relation to office procedures and or clientele queries)	70	150	5	5	5	5	In relation to office procedures and clientele queries
	Number of reports prepared	To collate, organize, prepare draft and finalize reports for the Center and other reports required by the University e.g VICARP, PCAARRD, CHED and other funding agencies	6	10	4	5	5	4.67	Office related reports required by the different funding and accrediting offices (quarterly, mid-year)
	Number of Minutes of PRDC / Personnel Committee and other meetings/ prepared	To prepare announcements and minutes of PRDC meetings	4	6	4	5	5	4.67	Minutes and notices of PRDC meetings, Personnel Committee, Grievance Committee
	Number of personnel facilitated with their renewal	To facilitate the renewal of center's personnel (documents preparation, attachments)	25	50	5	5	5	5	Job Order RAs, Aides PS RAs and Aides Staff under the Administrative Div.
	Number of staff	To supervise staff under the	10	12	5	5	5	5	Meetings and coaching with

[illegible]

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

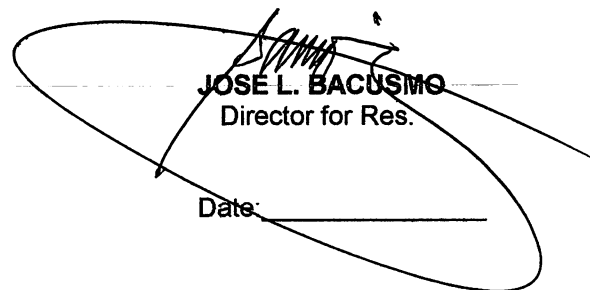
TO attend capability build-up trainings
e.g. office administration, health and wellness
in the office

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director


Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Res.

Date: _____

Approved by:


OTHELLO B. CAPONO
VP for Res. & Ext.

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018
Name of Staff: Maria Elsa M. Umpad Position: Admin Officer II


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		58/12 = 9.83				
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	(5)	4	3	2	1

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.	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	5/5 = 5				
Average Score	4.91				

Overall recommendation : _____


ERLINDA A. VASQUEZ
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Maria Elsa M. Umpad

[Signature]

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring of the assigned office activities Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018	One-on-one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned office activities, Checking the accomplishments of the assigned tasks e.g. reports, proposals, trainings	Meeting of staff under the Administrative Division Regular monthly meeting with the PRDC members			Negative feedback from concerned personnel were addressed Office procedures were properly followed Reports submitted on time
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Outlining different Center's activities based on R%D trusts Encouraging the staff to attend related learning and development activities such as trainings offered by the University and personnel organizations • As often as necessary	One-on-one coaching	Group coaching through meetings and even in group discussions Brainstorming activities Regular monthly PRDC meetings with the members Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018			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:

[Signature]
ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ELSA M. UMPAD**

Performance Rating: Outstanding

Aim: To oversee the smooth operations of the Administrative Division of PhilRootcrops

Proposed Interventions to Improve Performance:

Date: July 1, 2018

Target Date: December 30, 2018

First Step:

Meeting and coaching of staff to for a smooth flow of the administrative operations of PhilRootcrops; preparation of office documents such as vouchers and other office documents

Result:

- Administrative staff meeting to identify the individual function of each administrative staff
- Coaching of administrative support staff in the assigned responsibilities
- Sending of the AO and the administrative support staff to related trainings / capability building seminars
- Smooth flow of office documents (clerks to requisitioner, to respective signatories prior to sending to appropriate offices)

Date: Jan 1, 2019

Target Date: June 30, 2019

Next Step:

Periodic monitoring of assigned jobs of each administrative support staff

Prepare administrative manual for smooth office operation

Preparation of documents ready for ISO accreditation

Outcome: Smooth operation of the administrative procedures of PhilRootcrops
Formulation of the administrative manual for smooth office operations
Documents properly filed and office procedures properly documented

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the 2018 PhilRootcrops Anniversary.

To attend capacity build-up trainings such as Leadership, office administration, office health and wellness and ISO accreditation procedures.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

Maria Elsa M. Umpad

Name of Ratee Faculty/Staff