



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.84

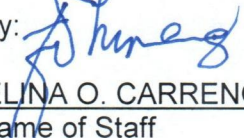
TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.84


ADJECTIVAL RATING: OUTSTANDING

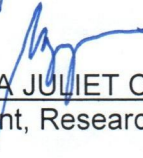
Prepared by: 
ADELINA O. CARRENO
Name of Staff

Reviewed by: 
ANTONIO P. ABAMO
Director for Extension

Recommending Approval:

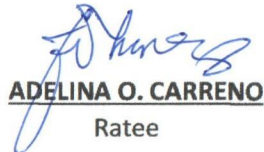
Approved:

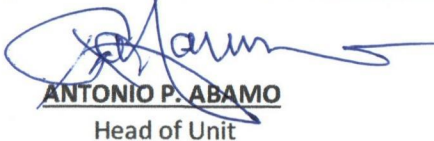

MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation


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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Adelina O. Carreno, of the OVPRE-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, 2021.


ADELINA O. CARRENO
 Ratee

Approved: 
ANTONIO P. ABAMO
 Head of Unit

MFO & PAPs	Success Indicators		Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Extension Services	No. of Training/Seminar workshop conducted/facilitated/participated		Coordinated, facilitated, conducted, attended seminar-workshop/training	3	6	4.7	4.7	5	4.8	ASEAN-HRD Food Summ Leadership Conversatio Restart Webinar Reverse Mentoring Webinar The Process Approach – What it is ar why it is important (Webinar) Extension Write-Shop

										Documental Filming – A Webinar
	No. of Extension Farm Radio Program Editions Produced/Aired		Produced/Aired Extension Farm Radio Program over radio stations	40 editions	63 editions	5	4.5	5	4.8	The Program was done either live o pre-recorde
	No. of radio spots produced		Aired/broadcast radio spots/teasers	8	29 radio spots	5	5	5	5	These radio spots were aired over Groove FM and DYDC FI
	No. of video productions produced		Supported on-line training	6	13 video produced	5	5	4.6	4.8	A co- production o the Extensic Office and th ITEEM/ELTI
	No. of interviews conducted		Conducted interviews with experts/farmers	15	16 interviews	5	5	4.5	4.8	Interviews conducted f the ELTI Rainforestat n Online Course incorporate on video presentation
	No. of other duties performed as requested by superiors and by other Departments/Units that need assistance		Performed tasks as told by superiors and others	1	3	5	4.7	4.6	4.7	Emceed/Mc erated the ASEAN-Foo Summit sponsored b

										the HRD Project
										- Video Production 1 Online Cour on RF
										- 42-page written repc for the ASE/ –HRD Food Summit 202 as requeste by the DFST
Total Over-all Rating										


Average Rating (Total Over-all rating divided by 4)	4.81	XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.81	XX
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:
Approved by:


ANTONIO P. ABAMO

Dept/Unit Head

Recommending Approval:


ANTONIO P. ABAMO

Dean/Director

Comments & Recommendations for
Development Purpose:

*Focused in all she does!
Keep it up!*


MARIA JULIET C. CENIZA
Vice President

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

Name of Staff: ADELINA O. CARRENO

Position: BPS

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					84
Average Score					4.94

Overall recommendation

: Keep up the good work!

you have levelled up from one degree to 2nd degree to another!!


ANTONIO P. ABAMO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Adelina O. Carreno
Performance Rating: Outstanding

Aim: To have smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: December 31, 2021

First Step:

1. To facilitate/coordinate trainings.
2. To conceptualize/supervise IEC material productions

Result:

- 1 Systematic implementation of trainings.
- 2 Efficient production of IEC materials for dissemination

Date: January 1, 2022 Target Date: December 31, 2022

Next Step:

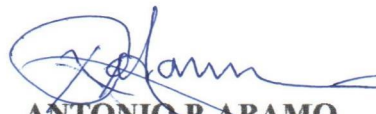
1. Systematic Training Facilitations/Implementation.
2. Efficient IEC materials distribution

Outcome: Efficient office operations.


Final Step/Recommendation:

For commendation.

Prepared by:


ANTONIO P. ARAMO
Unit Head

Conforme:


ADELINA O. CARRENO
Name of Ratee Faculty/Staff