

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Imelda A. Tidoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.52	70%	3.16
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.36	30%	1.31
Total Numerical Rating			4.47

TOTAL NUMERICAL RATING: 4.47
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.47

ADJECTIVAL RATING: Very Satisfactory

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, IMELDA A. TIDOY, of the 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 July 1, 2018 to December 31, 2018.

Imelda A. Tidoy
IMELDA A. TIDOY
Ratee

Approved:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Dir., PhilRootcrops

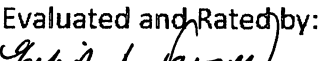
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services	Number of documents recorded	Takes charge of internal and external communications and financial documents for signature of Center Director and external communications, memoranda, circular, etc.	4998	5298	5	5	4	4.67	
	Number of financial documents typed	Types payrolls/vouchers charged to MOOE	401	521	5	5	4	4.67	
		Types honorarium of PhilRootcrops Staff	93	95					
		Types vouchers for fund transfer to NCT cooperating stations	10	19					
		Types statement of fund releases to NCT cooperating stations	5	9					
		Types reimbursement (supplies/travel/courier)	28	35					
		Types payment vouchers (fuel)	23	30					
		Types Cash Advances(supplies/travel)	20	25					
	Number of Faculty workload typed & facilitated	Types & facilitates workload of faculty	20	40	4	5	5	4.67	
	Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS	9	10	4	5	5	4.67	
		Types Contracts of SRAs/Aides charged to PS	9	10					

	Types Appointments of SRAs/Aides charged to PS	17	20	4	5	5	4.67
	Types Contracts of SRA/Aide charged to MOOE	31	85				
	Types Appointments for honorarium of PhilRootcrops staff & NCT stations	67	90				
Number of Travel Orders typed	Types Travel Order	45	60				
Number of OIC Typed	Types OIC	50	53	4	5	5	4.67
Number of Leaves typed	Types Application for Leave	17	25				
Number of Trip tickets typed	Types Trip ticket	30	35				
Number of Appt./payrolls typed	Types appt. of Job contracts & payroll of project based personnel	1359	1560	5	5	5	5
Number of DTR prepared	Prepare DTR	6	6	4	4	4	4
Number of reports and communications filed	Reports and communications filed	235	350	4	4	4	4
Number of visitors received	Receives center visitors and refer them to appropriate Center personnel for assistance	358	375	4	5	4	4.33
Number of subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation	25	35				
Performs other tasks that may be assigned from time to time	Prepares, serves snacks and wash dishes	99	115	4	4	5	4.33
	Attends to photocopying services when the in-charge is on leave	501	600				
	Prepares monthly reports of Enterprise Development of Some Selected Rootcrops Food Products Project	6	6				
Total Over-all Rating							4.52


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

To attend training realated to her duties
e.g. client service satisfaction
front desk services
filing of documents

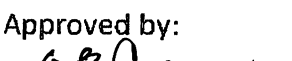
Comments & Recommendations
for Development Purpose:

Evaluated and Rated by:

ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director of Research

Date: _____

Approved by:

OTHELLO B. CAPUNO
Vice President for Res.

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018
Name of Staff: Imelda A. Tidoy Position: Admin Aide IV

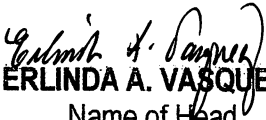
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		48/11 = 4.36				
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					
Average Score					

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

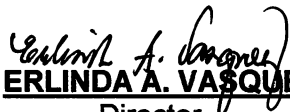
Head of Office: Dr. Erlinda A. Vasquez

Number of Personnel: Imelda A. Tidoy

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 January 26, 2018	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g office document preparation	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel			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 Administrative Division to attend learning and development such as training offered by the University • As often as necessary	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: 
MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by: 
ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IMELDA A. TIDOY
Performance Rating: Very Satisfactory

Aim: To come up systematic office procedures for efficient client service / satisfaction.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 31, 2018

First Step:
Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excell format)

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- Filed copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Typed necessary office document (payroll, vocuvers, etc.)
- Inputted documents in Excell format for recording purposes

Date: Jan 1, 2019 Target Date: June 30, 2019

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Outcome: Documents properly documented, labeled and filed

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 trainings on office procedures, computer programs manipulation and front line services

Prepared by:
ERLINDA A. VASQUEZ
Director

Conforme:
IMELDA A. TIDOY
Name of Ratee Faculty/Staff