



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	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89


FINAL NUMERICAL RATING Outstanding

ADJECTIVAL RATING:

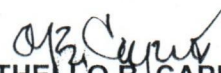
Prepared by:


ADELINA O. CARRENO
Name of Staff

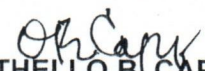
Reviewed by:


EREN B. SAZ
Director, Extension

Recommending Approval:


OTHELLO B. CAPUNO
VP, Research & Extension

Approved:


OTHELLO B. CAPUNO
Vice President for Research and Extension

ADMINISTRATIVE STAFF

Vision: A globally competitive university for science, technology, and environmental conservation.

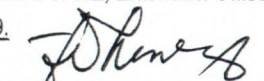
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION


Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ADELINA O. CARRENO, of the OVPRE, Extension Office, 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 - June 2019.


ADELINA O. CARRENO
BPS

Date: _____


EFREN B. SAIZ
Director for Extension

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
1	Extension Services	Number of trainings/seminar-workshops conducted/coordinated/facilitated.	Coordinate, facilitate, conduct seminar-workshops/trainings/pre-test-posttest.	2	5	5	5	5	5.00	
		No. of agri trade fairs/exhibits coordinated/mounted.	Plan, coordinate, man agri trade fairs locally and nationally.	2	3	4.7	4.7	5	4.80	
		No. of FFD events coordinated, managed.	Coordinate, managed FFD events.	2	5	4.9	5	4.8	4.90	
		Sourced out funds for the different FFD events.	Identify sponsors, communicate with the identified sponsors, acquire funds from the identified sponsors needed for the FFD events.	P 250,000.00	P 500,000.00+	5	5	5	5.00	
		Facilitated the Ugmad Search 2019.	Prepare, review criteria, send-out invitations to LGUs/NGOs for nomination of candidates, meet with Ugmad panelists, conduct field evaluation,	7	15	4.7	5	4.7	4.70	
		No. of VSU-TVET course(s) prepared for either registration and re-registration.	Coordinate/Assist in documents preparation for registration of new courses to be offered under the VSU-TVET program.	1	2	4.7	4.6	4.8	4.70	
		Number of video materials produced/dessiminated.	Plan, script write, direct video products for the FFD awarding presentation.	3	15	4.8	4.8	4.8	4.80	

		Number of training inquiries attended .	Entertain/attend to training requests either through email/letters or during clients' visits.	2	5	4.7	4.7	4.7	4.70	
		Number of interviews conducted	Conduct interviews with farmers/experts and other clients	5	12	5	5	5	5.00	
		Act as OIC to the Director for Extension during his official travels/personal leave	Act as OIC, signs documents pertinent to the office's functions, etc.	10	24	5	5	5	5.00	
		Number of manuals prepared/compiled.	Prepare, compile, edit manuals	0	2	4.7	4.8	4.8	4.7	
2	Performs other tasks	No. of meetings attended in behalf of supervisors	Attend meetings for an in behalf of supervisors	3	5	5	5	5	5.00	
		No. of chairmanships/members to extra-	Prepare, compile, edit manuals	3	4	5	5	5	5.00	
Total Over-all Rating									63.30	
Average Rating									4.87	
Adjectival Rating										

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

Comments & Recommendations for Development

Purpose:

Continue to raise the bar higher as OVPRE Staff
Very dependable and conscientious staff

Evaluated and Rated by:

EFREN B. SAZ
EFREN B. SAZ

Director

Date: _____

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

Recommending Approval:

EFREN B. SAZ
EFREN B. SAZ

Director

Date: _____

Approved:

OTHELLO B. CAPONO
OTHELLO B. CAPONO, Ph.D.

Vice Pres. for Research and Extension

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019
Name of Staff: Adelina O. Carreno Position: Broadcast Production Supervisor

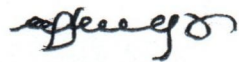
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total Score	59				
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	59/12				
Average Score	4.92				

Overall recommendation : _____


EFREN B. SAZ
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO

Performance Rating: Outstanding


Signature

Aim: **Raise the bar higher to serve better the intended clients.**

Proposed Interventions to Improve Performance

Date: January 1, 2019

Target Date: June 30, 2019

First Step:

1. Mentoring
2. Finish Doctoral Degree

Result:

1. Improved extension projects/training delivery.

Date: July 1, 2019

Target Date: December 31, 2019

Next Step

1. Undergo formal and informal mentoring from an expert in Development and Extension Delivery.
2. Continue the program (Take Comprehensive Exam and Conduct Dissertation)


Outcome:

1. Improved performance.

Final Step/Recommendation:

1. Go through the steps in mentoring process.
2. Finish sought doctoral degree.

Prepared by:


OTHELLO B. CAPUNO
Vice Pres., Research & Extension