

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIA VERJIE Q. SUBERE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding

Prepared by: 
MARIA VERJIE Q. SUBERE
Name of Staff

Reviewed by: 
OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:


JOSE L. BACUSMO
Dean/Director

Approved:


OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Verjie Q. Subere**, of the **Office of the Vice President for Research and Extension** - Office of the Director for Research 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 30, 2018**.


MARIA VERJIE Q. SUBERE
 Ratee

Approved:


OTHELLO B. CAPUNO
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer-friendly assistance	90% of office visitors and queries ushered/attended efficiently		30	50	4.8	4.8	4.8	4.8	
Research administrative support services	Number of clientele served/registered during the Farmers Field Day	Assist/ facilitate registration of participants and the conduct of the raffle draw. Purchase and preparation of registration materials and raffle prizes	1,500	2,094	4.9	4.9	4.9	4.9	
	Number of Powerpoint/ presentations prepared		1	1	4.5	4.5	4.5	4.5	
	Number of communication, correspondence, prepared and released	Draft preparation, reproduction and ready for release. Intranet messaging for information dissemination	50	70	4.9	4.9	4.9	4.9	
Scientific <i>fora</i> (Capability building)	Number of scientific fora hosted/ coordinated /facilitated	Prepare: program, backdrop, communication, letter requests, certificates, attendance sheet; Facilitate: documentation,	1	1	4.9	4.9	4.9	4.9	


		evaluation forms Search for Best Paper In-House Review Seminar Series Regional Symposium		1					
	Number of clientele served during the conduct of Scientific <i>Fora</i> (Workshop, Seminar Series, etc.)		100	476	5.0	4.9	4.9	4.93	
	Number of programs lay-outed and produced for the scientific <i>fora</i> and other OVPRE-related activities	Layout, production and facilitate distribution of programs	10	130 (amor)	5.0	5.0	4.9	4.97	
Monitoring and Evaluation	Individual faculty workload reviewed	Review individual faculty workload	100	126	4.8	4.7	4.5	4.67	
	Number of individual leave status reviewed	Review individual leave status	10	48	4.8	4.7	4.5	4.67	
Project Monitoring, evaluation and review in the implementation of Research Programs/ projects/ studies	Number of R&D programs/ projects/ studies facilitated during review	Assists in the monitoring and evaluation of the university's R & D programs and activities: Prepare: Evaluator's Kit and Evaluation Forms; Facilitate : distribution of papers under review, documentation, data consolidation							
	Number of reviews (AIHR, Search for Best Paper, regional symposia) coordinated/ facilitated/ assisted	Assist in the production of R & D related review materials, program preparation, draft communication, result consolidation, facilitate documentation and							


[illegible]

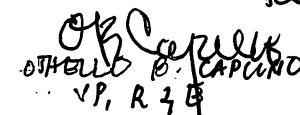
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

Highly innovative co-worker
and leader..
Manage your list and
keep away from mental
stresses, ~~and~~ ~~res~~

Evaluated and Rated by:

JOSE L. BACUSMO
Unit Head
Date: _____

Recommending Approval:

OTHELLO B. CAPUNO
Vice President, RDE
Date: _____

Approved by:

OTHELLO B. CAPUNO
VP, R & B
Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

Name of Staff: MARIA VERJIE Q. SUBERE Position: Sci. Research Asst.

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 = 4.83				

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 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

Overall recommendation : _____


OTHELLO B. CAPUNO
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vverjie Q. Subere
Performance Rating: Outstanding

Aim: To have an efficient M & E of Research Programs/projects/studies implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:
1. Continue implementation and improvement of systematic M & E recording of research documents.

Result:
1. Faster data retrieval.

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

Next Step:
1. Improve/adjust/modify data management system to further increase efficiency.

Outcome: Efficient data retrieval.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

MARIA VERJIE Q. SUBERE
Name of Ratee Faculty/Staff