



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: Pantoja, Noel B.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.13
2. Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	4.76	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.55</b>

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.55

FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: Outstanding

Prepared by:

NOEL B. PANTOJA  
Name of Staff

Reviewed by:

ROSARIO A. SALAS  
Department/Office Head

Recommending Approval:

VICTOR B. ASIO  
Dean/Director

Approved:

EDGARDO E. TULIN  
OIC-Vice President for Admin and Finance



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NOEL B. PANTOJA**, of the Department of Horticulture commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2023.

**NOEL B. PANTOJA**

Ratee

Jan 11, 2024

Approved:

**ROSARIO A. SALAS**

Head of Unit

Jan. 11, 2024

[illegible]



Average Rating (Total Overall rating divided by 4)		4.48
Additional Points:		
Punctuality		
Approved Additional points (with a copy of approval)		
FINAL RATING		4.48
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

*attend training + seminars related to work*

Evaluated and Rated by

*RS*  
**ROSARIO A. SALAS**  
Head, DOH

Date:

*1/15/24*

Recommending Approval:

*VBS*  
**VICTOR B. ASIO**  
Dean, CAFS

Date:

*1/16/24*

Approved:

*ET*  
**EDGARDO E. TULIN**  
OIC-Vice President for Admin and Finance

Date:

*1/16/24*

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2023

Name of Staff: Noel B. Pantoja

Position: Farm Worker 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.**

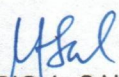
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		57				



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		24				
Average Score		4.76				

Overall recommendation : \_\_\_\_\_

  
**ROSARIO A. SALAS**  
 Head, Department of Horticulture



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NOEL B. PANTOJA  
Performance Rating: Outstanding

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

To be able to attend short course training, seminar/conferences on ornamental Landscaping and ornamental plant propagation. To go on study tour to established Ornamental plant nurseries.

Result: Attended and visited ornamental nurseries.

Date: January 2024

Target Date: June 2024

Next Step:

To be able to attend short course training, seminar/conferences on ornamental Landscaping and ornamental plant propagation. To go on study tour to established Ornamental plant nurseries.

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**ROSARIO A. SALAS**

Unit Head

Conforme:

  
**NOEL B. PANTOJA**

Name of Ratee Faculty/Staff