

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 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.84	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

MARIA VERJIE Q. SUBERE
Name of Staff

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 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 **July to December, 2019**.


MARIA VERJIE Q. SUBERE
 Ratee

Approved: 
OTHELLO B. CAPUNO
 Head of Unit

MFOs/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	45	4.8	4.8	4.8	4.8	
Research administrative support services	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 info messaging	50	80	4.9	4.9	4.9	4.9	

Scientific <i>fora</i>, Monitoring and evaluation	Number of scientific <i>fora</i> hosted/ coordinated/ facilitated	Assist in program, backdrop, communication, letter requests, certificates and attendance	1	1	4.9	4.9	4.9	4.9	
			1						
	Number of clientele served during the conduct of scientific <i>fora</i> (Workshop, Seminar Series, etc.)		50	80	5.0	4.8	4.9	4.98	
	Number of Individual faculty workload reviewed		50	60	4.8	4.7	4.5	4.67	
	Number of individual leave status reviewed		10	30	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 the review	Facilitate in the monitoring ad evaluation, prepare materials for the evaluators, and consolidation	85	130	5.0	4.9	4.9	4.98	
	Number of reviews coordinated/ facilitated/ assisted	Facilitate in the production of R&D-related review materials, program preparation and compilation of papers under review			5.0	5.0	4.9	4.97	
	In House Review		8						
	Seminar Series		1						
	Regional Symposium		1						
Reports	Normative Financing Reports: Number of report for submission to OVPRG	Assist in the production of R&D Reports and other related documents	2	3	4.8	4.5	4.5	4.68	

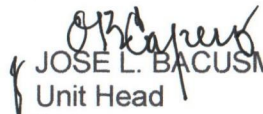
	Physical Reports of operation: Number of reports submitted to OVPRG/ ODF		1	2	4.8	4.8	4.8	4.8	
	Other reports: number of reports prepared and released		2	5	4.8	4.8	4.8	4.8	
Records management	Number of consolidated, validated and compiled data/ record for easy retrieval	Establish, maintain and update appropriate filing system of implemented R&D program/ projects/ studies and other relevant data	10	10	4.8	4.8	4.8	4.8	
	Number of documents produced from retrieved files	Produced/ reproduced documents requested by clientele	10	12	5.0	5.0	4.7	4.9	
Total Over-all Rating								67.35	
Average Rating								4.81	
Adjectival Rating								O	

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


Comments & Recommendations for Development Purpose:

Good job!!! Keep on improving your service to OVPR


Evaluated and Rated by:


JOSE L. BACUSMO
Unit Head
Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President, RDE
Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President, RDE
Date: _____

*Rating Code: 1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: Maria Verjie Q. Subere

Position: Science Res. Assistant


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						50				
Average Score						4.91				

Overall recommendation : Good job!!! Keep it up!!!


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: July 1, 2019 Target Date: December 31, 2019

First Step:

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

Result:

1. Faster data retrieval.

Date: January 1, 2020 Target Date: December 31, 2020

Next Step:

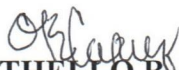
1. Improve/adjust/modify data management system to further increase efficiency.

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