

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**


Name of Administrative Staff: **ARSENIA M. POSAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		4.69 x 70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	x 30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>

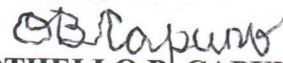
TOTAL NUMERICAL RATING: 4.68  
 Add: Additional Approved Points, if any: -  
 TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: 0


Prepared by:

  
**ARSENIA M. POSAS**  
 Name of Staff

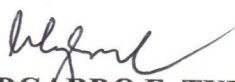
Reviewed by:

  
**OTHELLO B. CAPUNO**  
 Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arsenia M. Posas, of the VICARP, VSU 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, 2016.

ARSENIA M. POSAS

Ratee

OTHELLO B. CAPUNO

Head of Unit

Date: \_\_\_\_\_

	MFO Description	Success/Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MFO	1. Administrative and Facilitative Services									
	P1. 1. Number of documents prepared and submitted on time	Prepares vouchers, RIS, PJR, Travel Order, Trip Tickers, Cash advances, Liquidation report, Itinerary of travel, Reimbursement, Fund transfer, Letter request, Purchase Order, Payrolls, Canvass paper, Abstract of Quotation, Waste Material Report, OBRs, BURS, OIC ship, Certification, Application for leave, Inspection Report, Incentive of Support staff, Honoraria of RRDC Chairman, Consortium Director, Coordinators , Appointments of contractual/casual/job order/MOOE staff	Prepares 40 vouchers RIS 10, PR 8, Travel Order 20, Trip tickets 30, Cash advances 15, Liquidations 15, Itinerary of travel 30, Reimbursements 20, Fund Transfer 3, Letter Request 4, Purchase Order 6, Payrolls 2, DTR 4,Canvass paper 4, Abstract of Quotation 4, OICship 6, Certification 10, Waste material report 3, ORS/ BURS 16, Application for leave 3, Inspection report 25, Incentive of support staff 20, Honoraria of RRDC chairman 1, Cons. Dir. 4, Coords 7, Appointment of Contractual/Casual/JO/MOOE staff, etc. 2	Prepared vouchers 60, RIS 15, PR 10, Travel order 36, Trip tickets 55, Cash advances 26, Liquidations 26, Itinerary of travel 55, Reimbursements 28, Fund transfer 6, Letter Request 7, Purchase order 15, Payrolls 4, DTR 6, Canvass paper 6, Abstract of Quotation 6, OICship 11, Certification 23, Waste Material Report 5, ORS/BURS 21, Application for leave 5, Inspection report 25, Incentive of support staff 30, RRDC chairman 2, Cons. Dir. 6, Coordinators 24, proj. leader 12, Appt. of cont./casual/ JO/MOO staff, etc. 3	5	5	5	5		



	P1 2. Number of documents recorded & facilitated for processing	Recorded & facilitated documents for processing	150 documents recorded & facilitated for processing	273 doc. Recorded & facilitated for processing	5	5	4	4.66	
	P1 3. Number of incoming & outgoing comm./doc. recorded/consolidated/bound/Files	Record incoming & outgoing communication/documents and consolidate/bound and file	40 incoming & outgoing comm./doc. recorded	62 incoming & outgoing communication recorded	4	4	4	4.00	
	P1 4. Number of purchasing office supplies for trainings/ workshop/symposium	Purchase of office supplies for training/ workshop/symposium	2 consolidated/bound documents/files	3 consolidated/bound doc./files					
	P1 5. Number of official communication encodes and print	Encodes and print official communication	Purchase of office supplies for trainings/workshop/ symposium (1)	Purchase of office supplies for trainings/workshop/symposium (2)	4	4	4	4.00	
	P1 6. Number of documents photocopy		Encodes and print official comm. (2)	Encoded and printed official time communications (4)	4	4	4	4.00	
			Photocopy documents (1,019)	2,139 documents photocopied within specified					
<b>MFO 2.Research Services</b>									
	P1 1. Number of meetings & workshop organized and reproduce	Facilitation/preparation of meetings/ workshop/serving of meals/snacks	Assist in facilitation / preparation of meetings & workshop organized and reproduction of minutes of meetings	Assisted 2 meetings organized and facilitated	5	5	5	5	
			Assists in facilitated during the meeting proper	Follow-up confirmation of participants					
			Facilitation for food and accommodation of meals/ snacks of visitors during meeting	Assisted in preparation for accommodation and serving of meals/snacks of visitors during meeting					

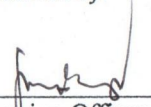
	P 1., 2. Number of VICARP members, LGU representatives, enumerators, technical experts & farmers leaders and assisted VICARP training/workshop	Prepared honorarium of LGU representatives and assisted VICARP training workshop	Prepare honorarium for VICARP members  Assisted VICARP coordinated trainings/ workshop	53 members  <ul style="list-style-type: none"> <li>• RRDCC (25)</li> <li>• RTWG (21)</li> <li>• RDCC (1)</li> <li>• TTCC (1)</li> <li>• KMCC-RACO (1)</li> <li>• KM-RMIS (1)</li> </ul>	5	5	5	5	
	P1 4. Number of RDE reports packaged and produced/ IEC materials distributed/ coordinate/supervised RDE scientific and related for review		No. of RDE reports packaged and reproduced  No. of IEC materials distributed  No. of coordinated/ supervised RDE scientific and related for reviews	VICARP Year End accomplishments, Dr. Dar Research Management Award, Dangal ng Bayan Award, Sandigan Award  Assisted in reproduction of IEC materials & distribution (200)  Assisted in the reproduction of materials for the cluster reviews	5	5	5	5	
<b>MFO 3.</b>	<b>Extension Services</b>								
	P1 1. Number of extension training/seminar workshops approved/supported/conducted coordinated	Secretariat		Assisted in the preparation / reproduction of materials for the National Conference on Organic Agriculture on February 17-19, 2016 at VSU (1)	5	5	5	5	
	P1 2. Number of lakbay-aral/continuing education program facilitated	Secretariat		Assisted the VICAARP and OVPRE Continuing Education Program (CEP) on June 14-18 at Davao City and General Santos City (1)	5	5	5	5	



**MFO 4. Frontline Services**

	P1 1.Efficient and customer-friendly Frontline service	Zero percent complaint from clients served	Officers of the day	Officers of the day	5	5	5	5	
Total Over-all Rating								4.69	
Average Rating									
Adjectival Rating									

Received by:

  
Planning Officer

Date \_\_\_\_\_

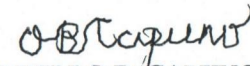
Calibrated by:

  
**REMBERTO A. PATINDOL, Ph.D.**

Chairman, PMT

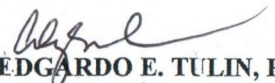
Date \_\_\_\_\_

Recommending Approval

  
**OTHELLO B. CAPUNO**  
Vice Pres. for Res. and Ext'n. &  
VICARP Director & VP for R&E

Date \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN, Ph.D.**  
President

Date \_\_\_\_\_

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January –June, 2016

Name of Staff: Arsenia M. Posas

Position: AAIII

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 + 57 = 81				
Average Score					

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

  
**OTHELLO B. CAPUNO**  
 Name of Head