



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Bathan, Narciso C.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	3.95	70%	2.77
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.09	30%	1.23
TOTAL NUMERICAL RATING			4.00

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.00**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


MARIA ELSA M. UMPAD
AO II

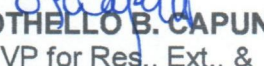
Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

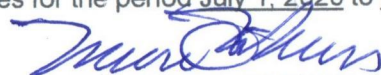
Approved:


OTHELLO B. CAPUNO
VP for Res., Ext., &
Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NARCISO C. BATHAN**, of PhilRootcrops 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 1, 2020 to December 31, 2020.


NARCISO C. BATHAN
 Ratee

Approved:


ERLINDA A. VASQUEZ
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services / Utility Services	No. of exhibits put-up	To put-up Center's exhibit	4	0					
	No. of backdrops prepared	To design and prepare backdrop for Center's activity	4	0	3	3	3	3	
	No. of posters prepared	To prepare posters for staff presentation	4	2	4	5	5	4.67	
	No. of T-shirts designs prepared	To prepare T-shirt designs for any Center's activity	2	0	3	3	3	3	
	No. of signages / tarpaulins layouted and printed	To prepare signages and tarpaulins	4	5	5	5	5	5	
	No. of experimental labels prepared	To prepare experimental labels	500	650					
	No. of cover design for reports	To prepare cover design for reports	2	0	3	3	3	3	

	No. of oil paintings prepared	No. of oil paintings prepared	4	8	5	5	5	5	
Other duties	Number of DTRs prepared	To prepare monthly DTR							
Total Over-all Rating									3.95

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		3.95
ADJECTIVAL RATING		Very satisfactory

To minimize leave and absences.

Evaluated and Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Director

Date: _____

Recommending Approval

Jose L. Bacusmo
JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
 VP for Research and Extension

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Narciso C. Bathan

Position: Administrative Aide III

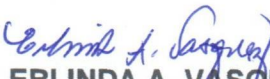
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total				
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					
Average Score	4.09				

Overall recommendation : Very Satisfactory


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
X	3 rd	
X	4 th	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **Narciso C. Bathán**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g tarp / backdrop preparation Calling attention of staff re: attendance	Meeting with staff under the Administrative Division Meeting with persons concerned especially with personnel raising the negative feedback	Memo to attend the meeting		Negative feedback from concerned personnel were addressed Office procedures were properly followed
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development activities such as trainings offered by the University Advising the staff to strictly follow the COVID-19 health protocols <ul style="list-style-type: none">- as often as necessary	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:

ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NARCISO C. BATHAN**Performance Rating: Very Satisfactory

Aim: To produce better outputs

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: Dec 30, 2020

First Step:

Meeting and coaching of staff to come up with the target outputsMeeting and coaching of staff to perform better in his work assignments

Result:

Better outputsDate: Jan 1, 2021Target Date: June 30, 2021

Next Step:

Periodic monitoring and checking of outputs

Outcome:

Produce the desired outputs

Final Step/Recommendation:

To perform better in the assigned tasks.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee Faculty/Staff