

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Junvic B. Bagarinao

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.38	70%	3.07
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
Total Numerical Rating			4.41

TOTAL NUMERICAL RATING: 4.41
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.41

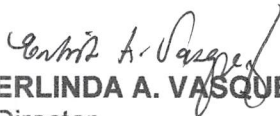
ADJECTIVAL RATING: Very Satisfactory

Prepared by:



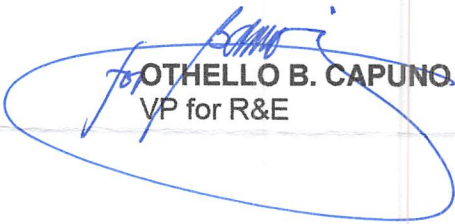
MARIA ELSA M. UMPAD
AO II

Reviewed by:



ERLINDA A. VASQUEZ
Director

Approved:



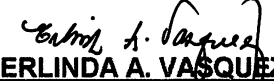
OTHELLO B. CAPUNO
VP for R&E

Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) FORM

I, **Junvic B. Bagarinao**, Administrative Aide I 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 October 1, 2018 to December 31, 2018.


JUNVIC B. BAGARINAO
Ratee


ERLINDA A. VASQUEZ
Head of Unit

Date _____

MFOs / PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Administrative Services / Utility Services	No. of office documents checked and processed	To process office documents to appropriate offices	750	1141	5	5	5	5	outgoing documents such as trip tickets, TOs, vouchers, appointments of projects leaders, research assistants and laborers, financial reports, letter requests and other office related documents
	No. of office personnel facilitated with different requirements for new and renewal of appointments	To checked the attachments of new and renewal of appointments; and facilitated the personnel in the filling-up of necessary documents	80	120	4	4	5	4.33	
	No. of gates and doors opened and closed	To open and close entrance / exit gates and doors	6 doors	6 doors	4	4	4	4	This task was conducted everytime the in-charge was on-leave; opening of doors at 6:00 a.m and closing at 5:30 p.m
	No. of hours consumed in monitoring of unlocked office doors, open lights and other office equipment	To check for unlocked doors, open lights and other office equipment prior to closing of the entrance and exit doors	10	12	4	5	5	4.67	Checking of unlocked office doors and open lights and other office equipment prior to closing of the entrance and exit gates

	No. of hours consumed in cleaning the administrative offices	To clean the offices of the Administartive Building	4	6	4	4	5	4.33	Disposal of garbage accumulated in the Center's administration building
	No. of hours consumed in garbage disposal	To dispose garbage from the garbage bin to the compost pit	4	6	4	4	5	4.33	
Other Duties	Number of DTRs prepared	To prepare monthly DTR	3	3	4	4	4	4	
Total Overall Rating									4.38

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


Comments & Recommendations for Development Purpose:

To participate in any trainings related to front line services.

To take the Civil Service Exam (Sub-prof only)


To take clerical exam administered by the University

Evaluated and Rated by:


ERLINDA A. VASQUEZ
PRPEO


Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Res.

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President for R&E

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Oct -December 2018Name of Staff: JUNVTC B. BAGARINAO Position: Admin Aide I (casual)

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		49/11 = 4.45				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.40				

Overall recommendation :

Very Satisfactory

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

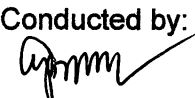
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Junvic B. Bagarinao

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <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 cleaning of staff rooms, documents processing	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel			Negative feedback from concerned personnel were addressed e.g . timely document processing; tracer for documents processed outside of PhilRootcrops
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 such as training offered by the University • 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

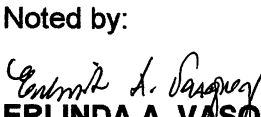
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:



ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Junvic B. Bagarinao
Performance Rating: Very Satisfactory

Aim: To come up with systematic office procedures for efficient client service / satisfaction

Proposed Interventions to Improve Performance:

Date: Oct 2018 Target Date: December 31, 2018

First Step:

Meeting and coaching of staff to come up with effective office procedures e.g. receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excell format)

Result:

Outside documents received stamped with "received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
Copies propely filed
Inside documents properly checked prior to signature of the persons' concerned and processed timely to appropriate offices

Date: Jan 01, 2019 Target Date: July 30, 2019

Next Step:

Periodic monitoring of assigned jobs

Outcome:

Documents properly and timely processed
Documents properly documented, labeled, filed
Office procedures properly followed

Final Step / Recommendation:

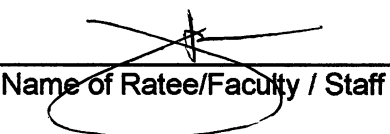
To attend trainings on office procedures / front line services and computer programs operation.
To clerical exam administered by the University..

Prepared by:



MARIA ELSA M. UMPAD
Head, Administrative Div.

Conforme:



Name of Ratee/Faculty / Staff