



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ADELINA O. CARRENO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

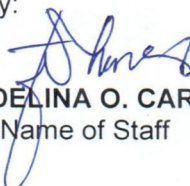
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


ADELINA O. CARRENO
Name of Staff

Reviewed by:


ANTONIO P. ABAMO
Director, Extension

Recommending Approval:


MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

Approved:


MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Adelina O. Carreno** of the **Office of the Director for Extension** 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 2021.


ADELINA O. CARRENO

Ratee

Approved:
Head of Unit


ANTONIO P. ABAMO

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Extension Services	No. of Trainings/Seminar-workshop conducted/coordinated	Coordinated, facilitated, attended, conducted seminar-workshops/trainings/pre/posttests	2	6	4.5	4.5	5	4.66	Facilitated/Assisted Office initiated and Technical Departments Trainings
	No. of Extension Farm Radio Program Produced/Aired	Aired Extension Farm Program over Groove FM 92.5	40	60	5	5	5	5	Produced 60 editions (live and pre-recorded) farm radio programs aired over Groove FM 92.5
	No. of Radio Spots Produced	Aired/broadcast over a radio station	4	13	5	5	5	5	Produced radio spots aired over the farm radio program. Some are being used by the station especially those concerning COVID 19 precautionary measures.
	No. of video productions produced	Wrote scripts, direct, and annotate video presentations	3	9	5	5	5	5	Produced 9 video clips for the “UGMAD 2021” Search played during the FFD program
	No. of interviews conducted	Conducted interviews with farmers/experts and other clients	7	17	5	5	5	5	Interviewed farmers and fisherfolks, and experts for the farm radio program and FFD search
	No. of Ugmad Awardees facilitated	Facilitated the Search for Ugmad 2021	15	26	5	5	5	5	Facilitated the sending of invitations, receiving and other activities related to the search.
	Other duties as may be requested by superiors	Performed tasks as requested by supervisor(s)	2	3	4.7	4.7	4.5	4.63	Acted as OIC to the VSU=TVET Office from January to March. Facilitated in looking for sponsors for the FFD 2021 activities and in

									sending out invitations to the guests and visitors for the FFD program.
Total Over-all Rating								34.29	

Average Rating (Total Over-all rating divided by 4)	4.89	XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.89	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Her sheer dedication towards her work is noteworthy. She gives her all when it comes to her work especially the Farm program the office is producing. Her contribution to the UGMAD Search as focal person is very notable. From just one category given now it expanded to 7 categories already.

Evaluated & Rated by:

Recommending Approval:

Approved by:



ANTONIO P. ABAMO
Dept/Unit Head



ANTONIO P. ABAMO
Dean/Director



MARIA JULIET C. CENIZA
Vice President

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Adelina O. Carreno

Position: BPS

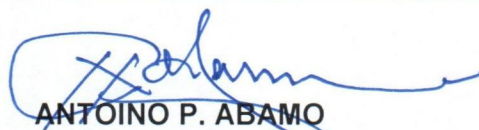
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 59				
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	59/12				
Average Score	4.92				

Overall recommendation : _____


ANTOINO P. ABAMO
 Director for Extension

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO

Performance Rating: Outstanding

Aim: **Raise the bar higher to serve better the intended clients.**

Proposed Interventions to Improve Performance:

Date: January 1, 2021

Target Date: June 30, 2021

First Step:

1. Mentoring
2. Finish Doctoral Degree

Result:

1. Improved extension projects/training delivery

Date: July 1, 2021

Target Date: December 31, 2021

Next Step:

1. Undergo formal and informal mentoring from an expert in Development and Extension Delivery.
2. Continue the program (Take Comprehensive Exam and Conduct Dissertation)

Outcome:

1. Improved performance

Final Step/Recommendation:

1. Go through the steps in mentoring process
2. Finish sought doctoral degree

Prepared by:



ANTONIO P. ABAMO

Director, Extension

Conforme:



ADELINA O. CARRENO

Name of Ratee/Faculty/Staff