

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **Borigon, Noel B..**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| Numerical Rating per IPCR   | 4.52                    | 70%                      | 3.16                                    |
| Supervisor/Head's assessment of<br>his contribution towards attainment<br>of office accomplishments | 4.63                    | 30%                      | 1.39                                    |
| TOTAL NUMERICAL RATING  |                         |                          | 4.55                                    |

TOTAL NUMERICAL RATING: 4.55  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:  
  
**MARIA ELSA M. UMPAD**  
Administrative Officer

Reviewed by:  
  
**ERLINDA A. VASQUEZ**  
Director


Approved:  
  
**OTHELLO B. CAPUNO**  
Vice President

**Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) FORM**

I, **Noel V. Borigon**, Administrative Aide III 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 January 1, 2018 to June 30, 2018.

  
**NOEL V. BORIGON**  
Ratee

  
**ERLINDA A. VASQUEZ**  
Head of Unit

Date \_\_\_\_\_

| MFOs / PAPs                                       | Success Indicators   | Task Assigned   | Target    | Actual Accomplishment | Rating |    |    |      | Remarks  |
|---|--|---|-----------|-----------------------|--------|----|----|------|--|
| <b>Administrative Services / Utility Services</b> | No. of gates and doors opened and closed   | To open and close entrance / exit gates and doors   | 6 doors   | 6 doors               | Q1     | E2 | T3 | A4   | 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 | 64 hours  | 70 hours              | 5      | 4  | 4  | 4.33 | 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 and sweeping of dried leaves / dirt within PhilRootcrops vicinity (front yard and roads) | To sweep / clean PhilRootcrops surroundings   | 280 hours | 350 hours             | 5      | 5  | 5  | 5    |  |
|   | No. of hours consumed in the landscaping of PhilRootcrops frontyard  | To maintain PhilRootcrops landscape and ornamental potted plants  | 300 hours | 350 hours             | 5      | 5  | 5  | 5    |  |
|   | No. of hours consumed in the preparation of training hall for any activities of the Center and the University              | To prepare the training hall for any activity (cleaning, sweeping, putting up                                       | 10 hours  | 15 hours              | 5      | 4  | 4  | 4.33 |  |

|                      |   |  |          |          |   |   |   |      |      |
|----------------------|---|--|----------|----------|---|---|---|------|------|
|                      | No. of hours consumed in garbage disposal | of ornamental plants, dusting of tables etc)               | 65 hours | 82 hours | 5 | 4 | 4 | 4.25 |      |
|                      | No. of CR cubicles cleaned                | To dispose garbage from the garbage bin to the compost pit | 6        | 12       | 5 | 4 | 5 | 4.67 |      |
|                      |   | To clean CRs of the main complex building                  |          |          |   |   |   |      |      |
| Other Duties         | Number of DTRs prepared                   | To prepare monthly DTR                                     | 6        | 6        | 4 | 4 | 4 | 4    |      |
| Total Overall Rating |   |  |          |          |   |   |   |      | 4.52 |

|   |  |                   |
|---|--|-------------------|
| 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 attend training on Landscape gardening and improvement, and other related trainings.

Evaluated and Rated by:

*Er Linda 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**  
 Vice President for Research and Extension

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

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Noel V. Borigon Position: Adm. aide III

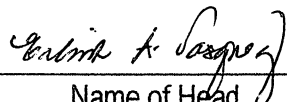
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| 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 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. 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  | 4.63 |   |   |   |   |

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


  
\_\_\_\_\_  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| X | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| X | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4th             |                                 |

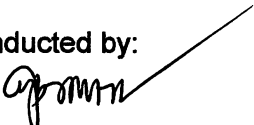
Name of Office: PhilRootcrops

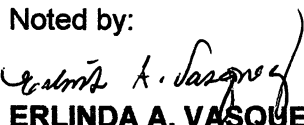
Head of Office: Dr. Erlinda A. Vasquez

Number of Personnel: Noel V. Borigon 

| Activity Monitoring  | MECHANISM  |   |      |                       | Remarks  |
|--|--|---|------|-----------------------|--|
|  | Meeting  |   | Memo | Others (Pls. specify) |  |
|  | One-on-One   | Group   |      |                       |  |
| <b>Monitoring</b><br><br><u>1<sup>st</sup> Quarter</u><br><u>2<sup>nd</sup> Quarter</u><br><br>a. Monitoring of the assigned office activities<br><br>January 26, 2018   | 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, comfort room and surroundings | 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 . dirty and smelly comfort rooms to clean and comfortable CRs /clean and well landscaped soroundings |
| <b>Coaching</b><br><br>Coaching of staff on the proper procedure in doing the assigned tasks<br><br>Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University<br><br>• 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: NOEL V. BORIGON  
Performance Rating: Very Satisfactory

Aim: Clean comfort rooms and other assigned areas

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:  
Meeting and coaching of staff to come up with procedures on how to clean the comfort rooms properly and even other assigned areas; periodic check-up of the assigned areas

Result:  
Clean CRs and other assigned areas

Date: July 1, 2018 Target Date: Dec 31, 2018

Next Step:  
Periodic monitoring using the index schedule cards; surprise monitoring to verify the accomplishment

Outcome: Clean and healthy sorroundings and CRs


Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center’s Personnel Committee as Outstanding Center Support Staff during the 2018 PhilRootcrops Anniversary.

To attend capability build-up trainings that will enhance individual skills and competencies.

Prepared by:

  
ERLINDA A. VASQUEZ  
Director

Conforme:  
  
Name of Ratee Faculty/Staff