

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89

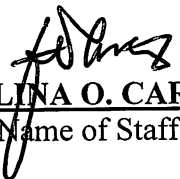
TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.89

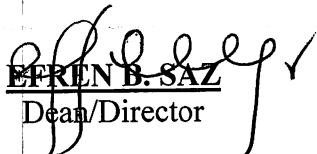

ADJECTIVAL RATING: Outstanding

Prepared by: 
ADELINA O. CARRENO
Name of Staff

Reviewed by: 
OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

Approved:


EREN B. SAZ
Dean/Director

OTHELLO B. CAPUNO
Vice President

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

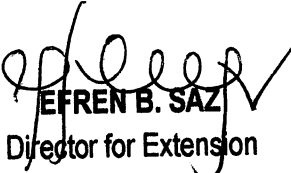
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ADELINA O. CARRENO, of the OVPRE, Extension Office, 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, 2018.


ADELINA O. CARRENO
BPS

Date: _____


EFREN B. SAZ
Director for Extension

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services											
	PI 1.No. of trainings/seminar-workshops conducted/coordinated/facilitated			Coordinate, facilitate, conduct seminar-workshops/trainings/pretest-posttest	3	7	4.7	5	4.8	4.83	
	PI 2. Number of VSU-TVET students enrolled			.Act as VSU-TVET Program Registrar	20	33	4.8	4.8	4.8	4.80	
	PI 3. Number of trainings attended			Attend trainings/seminar-workshop.	3	4	4.9	4.9	4.9	4.90	
	PI 4. Number of extension farm radio program aired/produced (editions.)			Produce Extension Farm Radio Program at Groove - FM.	50	121	5	5	5	5.00	

	PI 5. Number of radio spots produced.	Produce and air radio spots over Groove-FM.	5	16	4.8	4.9	4.9	4.87	
	PI 6. Number of agri-trade fair exhibits coordinated.	Coordinate agri-trade fair/exhibits.	3	4	5	5	5	5.00	
	PI 7. Number of promotional video materials produced.	Produce promotional video materials.	5	16	4.7	4.9	4.8	4.80	
	PI 8. Number of farmer/experts interviews conducted.	Interview farmers/experts for the Extension Farm Radio Program.	10	17	4.9	4.9	4.9	4.90	
	PI 8. Number of farmer/experts interviews conducted for the UGMAD search 2018.	Acts as coordinator for the research of outstanding farmers.	7	13	5	5	5	5.00	
	P1.10. Number of visitors' training inquiries attended.	Attend to visitors' inquiries	10	27	5	5	5	5.00	
	P11. Number of Ugmad awardees' citations prepared	Prepare Ugmad 2018 citations for finalists and awardees	5	13	4.7	4.7	4.8	4.73	
	P12. Number of Sponsors sought for the VSU 2018 Anniversary activities	Draft and prepare sponsorship materials and letters	15	29	5	5	5	5.00	
	P13. Act as OIC to the Director of Extension during his leave of absence/official travels	Act as OIC to the Office of the Director for Extension and sign documents on his behalf	25	51	4.8	4.9	5	4.90	
	P14. No. of video materials produced	Produced video materials	5	15	4.8	5	4.7	4.83	
	P15. No. of interviews made	Interview farmers/experts for the Extension Farm Radio Program.	10	13	5	5	5	5.00	
Other Tasks									
	P16. No. of applicants seeking assistance for their application for training at the RNTC	Instruct and assist applicants	1	2	5	5	5	5.00	
	P17. No. of the VSU-TVET operations as care taker of the office	Supervise and attend to TVET operations	20	28	4.8	4.9	4.9	4.87	
	P18. No. of CAC meetings attended as head of the Theater section	Attend meetings and activities related to CAC	6	8	4.8	4.9	5	4.90	
	P19. No. of memberships to extracurricular activities of the university	Act as chairperson. Co-chair and as member, emcee, moderator, etc.	6	10	5	5	5	5.00	

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ADELINA O. CARRENO, of the OVPRE, Extension Office, 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, 2018.


ADELINA O. CARRENO

BPS
Date: Sept. 26, 2018


EFREN B. SAZ

Director for Extension
Date: Sept. 26, 2018


MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficient	Timeliness	Average	
UMFO 4. Extension Services											
	PI 1. No. of trainings/seminar-workshops conducted/coordinated/facilitated			Coordinate, facilitate, conduct seminar-workshops/trainings/pretest-posttest	3	7	4.7	5	4.8	4.83	
	PI 2. Number of VSU-TVET students enrolled			.Act as VSU-TVET Program Registrar	20	33	4.8	4.8	4.8	4.80	
	PI 3. Number of trainings attended			Attend trainings/seminar-workshop.	3	4	4.9	4.9	4.9	4.90	
	PI 4. Number of extension farm radio program aired/produced (editions.)			Produce Extension Farm Radio Program at Groove -FM.	50	121	5	5	5	5.00	
	PI 5. Number of radio spots produced.			Produce and air radio spots over Groove-FM.	5	16	4.8	4.9	4.9	4.87	
	PI 6. Number of agri-trade fair exhibits coordinated .			Coordinate agri-trade fair/exhibits.	3	4	5	5	5	5.00	
	PI 7. Number of promotional video materials produced.			Produce promotional video materials.	5	16	4.7	4.9	4.8	4.80	
	PI 8. Number of farmer/experts interviews conducted.			Interview farmers/experts for the Extension Farm Radio Program.	10	17	4.9	4.9	4.9	4.90	


	P1.8. Number of farmer/experts interviews conducted for the UGMAD search 2018.		Acts as coordinator for the search of outstanding farmers.	7	13	5	5	5	5.00	
	P1.10. Number of visitors' training inquiries attended.		Attend to visitors' inquiries	10	27	5	5	5	5.00	
	P11. Number of ugmad awardees' citations prepared		Prepare Ugmad 2018 citations for finalists and awardees	5	13	4.7	4.7	4.8	4.73	
	P12. Number of Sponsors sought for the VSU 2018 Anniversary activities		Draft and prepare sponsorship materials and letters	15	29	5	5	5	5.00	
	P13. Act as OIC to the Director of Extension during his leave of absence/official travels		Act as OIC to the Office of the Director for Extension and sign documents on his behalf	25	51	4.8	4.9	5	4.90	
	P14. No. of video materials produced		Produced video materials	5	15	4.8	5	4.7	4.83	
	P15. No. of interviews made		Interview farmers/experts for the Extension Farm Radio Program.	10	13	5	5	5	5.00	
Other Tasks										
	P16. No. of applicants seeking assistance for their application for training at the RNTC		Instruct and assist applicants	1	2	5	5	5	5.00	
	P17. No. of the VSU-TVET operations as care taker of the office		Supervise and attend to TVET operations	20	28	4.8	4.9	4.9	4.87	
	P18. No. of CAC meetings attended as head of the Theater section		Attend meetings and activities related to CAC	6	8	4.8	4.9	5	4.90	
	P19. No. of memberships to extracurricular activities of the university		Act as chairperson. Co-chair and as member, emcee, moderator, etc.	6	10	5	5	5	5.00	
Total Over-all Rating						93	94	94	93.33	
Average Rating						30.90	31.27	31.17	4.91	
Adjectival Rating						Outstanding				


Evaluated and rated by

Recommending Approval:

Approval:


EFREN B. SAZ
 Director, Extension
 Date _____


Efren. B. Saz
 Director, Extension
 Date _____


OTHELLO B. CAPUNO
 VP for Research and Extension
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

Name of Staff: Adelina O. Carreno

Position: Broadcast Production Supervisor

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		58/12 = 4.83			
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					

Overall recommendation : _____


EFREN B. SAZ
Director, Extn.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPRE-Extension

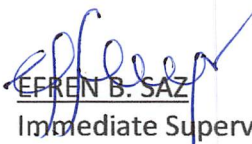
Head of Office: Prof. Efren B. Saz

Name of Faculty/Staff: Adelina O. Carreno Signature:  Date: Sept. 26, 2018

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
Monitoring		As her boss, I monitored her facilitation skills during the conduct of trainings. I also checked on her activities concerning official involvements.				She's doing very well and on the right track always.
Coaching		Whenever there are problems she met as regards facilitation of trainings requested by the different departments/centers, she came to me for an advice. I just listened to her and asked her how to solve such problems. I am glad that she is matured enough to handle all these things by herself and with little or no supervision at all.				She's coping with all her assignments dutifully. She's very fine as regards decision making.

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

Conducted by:


EFREN B. SAZ
Immediate Supervisor

Verified by:


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

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: July 1, 2017

Target Date: December 31, 2017

First Step:

1. Mentoring

Result:

1. Improved extension projects/training delivery.

Date: January 1, 2018

Target Date: June 30, 2018

Next Step

1. Coaching

Outcome:

1. Improved performance.

Final Step/Recommendation:

1. Finish sought doctoral degree.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


ADELINA O. CARRENO
Name of Ratee Faculty/Staff