

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIA VERJIE Q. SUBERE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.697	x 70%	3.287
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.44
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:

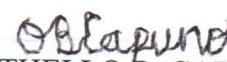
TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: 0


Prepared by:

Reviewed by:


  
MARIA VERJIE Q. SUBERE  
Name of Staff

  
OTHELLO B. CAPUNO  
Department/Office Head

Recommending Approval:


  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

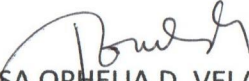
  
EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Verjie Q. Subere**, of the **Office of the Vice President for Research and Extension** - Office of the Director for Research 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 to June 30, 2016**.

  
**MARIA VERJIE Q. SUBERE**  
 Ratee

Approved:

  
**ROSA OPHELIA D. VELARDE**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient & customer-friendly assistance	90% of office visitors and queries ushered/attended efficiently								
Research administrative support services	Number of clientele served/ registered during the Farmers Field Day	Assist/ facilitate registration of participants and the conduct of the raffle draw. Purchase and preparation of registration materials and raffle prizes							
	Number of Powerpoint presentations prepared		1	1	4.5	4.5	4.5	4.5	
	Number of communication, correspondence, prepared and released	Draft preparation, reproduction and ready for release. Intranet messaging for information dissemination	50	60	4.9	4.9	4.9	4.9	Some communication were sent out through intranet messaging (IP) & email
	Number of student evaluation on selected faculty	Facilitate student evaluation on selected faculty							Evaluated ISRDS & LAMP faculty
Meetings	Number of meetings coordinated/ conducted/ facilitated	Assist/ facilitate conduct of meetings							
Scientific fora (Capability building)	Number of scientific fora hosted/ coordinated /facilitated	Prepare: program, backdrop, communication, letter requests, certificates, attendance sheet; Facilitate:	1	3	4.9	4.9	4.9	4.9	

		documentation, evaluation forms							
		Search for Best Paper							
		In-House Review		2					
		Seminar Series	1	3					
		Regional Symposium							
		National Conference		1					
	Number of clientele served during the conduct of Scientific Fora (Workshop, Seminar Series, etc.)		200	835	4.9	4.9	4.9	4.9	
	Number of certificates issued during scientific fora and other OVPRE-related activities	Layout, production and facilitate distribution of certificates							
	Number of programs lay-outed and produced for the scientific fora and other OVPRE-related activities	Layout, production and facilitate distribution of programs							
Monitoring and Evaluation	Individual faculty workload reviewed	Review individual faculty workload	120	217	4.8	4.7	4	4.5	
	Number of individual leave status reviewed	Review individual leave status	20	20	4.8	4.7	4	4.5	
Project Monitoring, evaluation and review in the implementation of Research Programs/ projects/ studies	Number of of R&D programs/ projects/ studies facilitated during review	Assists in the monitoring and evaluation of the university's R & D programs and activities: <b>Prepare:</b> Evaluator's Kit and Evaluation Forms; <b>Facilitate :</b> distribution of papers under review, documentation, data consolidation							
	Number of reviews (AIHR, Search for Best Paper, regional symposia) coordinated/ facilitated/ assisted	Assist in the production of R & D related review materials, program preparation, draft communication, result consolidation, facilitate documentation and compilation of papers under							

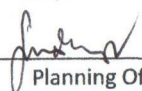


[illegible]

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

Comments & Recommendations  
for Development Purpose:


Received by:

  
Planning Office

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

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

Calibrated by:

  
REMBERTO A. PINEDA, PhD  
PMT


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

Recommending Approval:

\_\_\_\_\_  
Vice President

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

Approved by:

  
EDGARDO E. TUIN  
President

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2016

Name of Staff: Maria Verjie Q. Subere Position: SRA

**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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**OTHELLO B. CAPUNO**  
 Head of Office