

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: **TEODOMERO C. RATILLA**

Particulars	Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: **4.88**
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


TEODOMERO C. RATILLA
Name of Staff

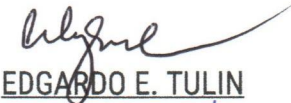
Reviewed by:


BERTA C. RATILLA
Department Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

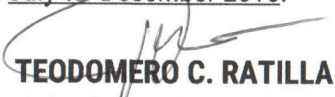
Approved:


EDGARDO E. TULIN
President

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **TEODOMERO C. RATILLA**, School Farm Demonstrator of the Department of Agronomy, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2016.


TEODOMERO C. RATILLA
School Farm Demonstrator

Date: _____


BERTA C. RATILLA, Ph.D.

Head, Dept. of Agronomy

Date: Dec. 27, 2016

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
General Administrative Support Services (GASS)	No. of rice varieties planted	Supervise, monitor farm operations related to instruction, research, extension and production activities	5	7	5	5	5	5.00	
	No. of corn varieties planted		2	4	5	5	5	5.00	
	No. of perennial crops planted and maintained		3	4	5	5	5	5.00	
	No. of production projects maintained		1	4	5	5	5	5.00	
	No. of croppings conducted		1	2	5	5	5	5.00	
	No. of annual crops planted and maintained		7	9	5	5	5	5.00	
	Quantity of rice seeds produced (kg)		1000	689	5	5	5	5.00	
	Quantity of corn seeds produced (kg)		360	440	5	5	5	5.00	
	Quantity of rice seeds released (kg)	Issue and release seeds to buyers	500	689	5	5	5	5.00	
	Quantity of corn seeds released (kg)		100	768	5	5	5	5.00	
	No. of clients served		67	67	4	5	5	4.67	
	Income generated		50000.00	31453	4	5	5	4.67	
	No. of laboratory classes assisted	Issues needed farm supplies and materials	6	9	5	5	5	5.00	
	No. of student research assisted		8	8	5	5	5	5.00	
	No. of laborers supervised	Supervise laborers in the field	3	4	5	5	5	5.00	
	No. of project reports prepared and submitted	project reports	6	6	4	5	5	4.67	
	No. of farm tools/implements requested and procured	Request farm tools/implements/ supplies and materials	7	7	4	5	5	4.67	
	No. of farm supplies (fertilizers, etc) procured		20	20	5	5	5	5.00	

No. of other assigned tasks performed on time	1	2	5	5	5	5.00	
Total Over-all Rating						93.67	

Average Rating (Total Over-all rating/19)	4.93
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	


Comments & Recommendations for Development Purpose:
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Received by:


Calibrated by:

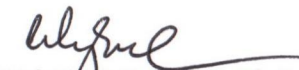
Recommending Approval:

Approved:


DANIEL M. TUDTUD, Jr.
VP for Resource Gen. & Planning
Date: _____


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____


BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____


EDGARDO E. TULIN, Ph.D.
President
Date: _____

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

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: July - December 2016

Name of Staff/Position: **TEODOMERO C. RATILLA (School Farm Demonstrator)**

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 exceed 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 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 task 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	5	4	3	2	1	
7. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
8. Suggest 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 the clientele.	5	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1	
12. Willing to be trained and developed.	5	4	3	2	1	
Total Score		58				
B. Leadership and 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 the 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	23				
Average Score	4.76				

Overall Recommendation: _____


BERTA C. RATILLA
Name of Head