

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: **4.80**
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: **4.80**

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

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TEODOMERO C. RATILLA, of the DEPARTMENT OF AGRONOMY AND SOIL SCIENCE, 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, 2017 to June 30, 2017.

TEODOMERO C. RATILLA Ratee
BERTA C. RATILLA Unit Head
 Approved:

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
Administrative Support Services	No. of rice varieties planted	Supervise, monitor farm operations related to instruction, research, extension and production activities	6	8	5	5	5	5.00	
	No. of corn varieties planted		3	3	3	5	5	4.33	
	No. of perennial crops planted and maintained		6	6	3	5	5	4.33	
	No. of legume crops planted		2	2	3	5	5	4.33	
	No. of production projects maintained		2	3	4	5	5	4.67	
	No. of croppings conducted		2	2	4	5	5	4.67	
	No. of annual crops planted and maintained		14	10	3	5	5	4.33	
	Quantity of rice seeds produced (kg)		800	1000	5	5	5	5.00	
	Quantity of corn seeds produced (kg)		80	100	4	5	5	4.67	
	Quantity of rice seeds released (kg)		750	1000	5	5	5	5.00	
	Quantity of corn seeds released (kg)	Issue and release seeds to buyers/students	40	122	5	5	5	5.00	
	No. of clients served		75	100	5	5	5	5.00	
	Income generated		50000.00	60000.00	5	5	5	5.00	
	No. of laboratory classes assisted		10	15	5	5	5	5.00	
	No. of student research assisted		10	12	5	5	5	5.00	
	No. of laborers supervised	Supervise laborers in the	2	3	5	5	5	5.00	
	No. of project reports prepared and submitted	Prepare periodic project reports	6	6	5	5	5	5.00	
	No. of farm tools/implements requested and procured	Request farm tools/implements/ supplies and materials	4	10	5	5	5	5.00	
	No. of farm supplies (fertilizers, etc) procured		10	10	4	5	5	4.67	
	No. of other assigned tasks performed on time		2	2	4	5	5	4.67	
Total Over-all Rating								95.67	

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Average Rating		4.78
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by:


Planning Office

Calibrated by:

for 
REMBERTO A. PATINDOL
PMT

9/12/17

Recommending Approval:

Key
BEATRIZ S. BELONIAS
VP for Instruction

Approved:


EDGARDO E. TULIN
President

Date:

Date:

Date:

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

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: January - June 2017

Name of Staff/Position: TEODOMERO C RATILLA (Sch 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
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	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 going out on personal matters and logs out upon departure from work	5	4	3	2	1
7. Keeps accurate records of his/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	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	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		N/A				
Average Score		4.83				

Overall Recommendation: _____


BERTA C. RATILLA

Name of Head