Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOSEROSE B. CAPRICHO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.92	70%	3.44
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
		TOTAL NUMERICAL RATING	4.74

TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding

Prepared by:

JOSEROSE B. CAPRICHO
Name of Staff

Reviewed by:

SUZETTE B. LINA
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President

Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSEROSE B. CAPRICHO**, of the **Department of 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 July 1, 2018 to December 31, 2018. (accomplishment).

JOSEROSE B. CAPRICHO
Ratee

Approved: **SUZETTE B. LINA**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
General Administrative Support Services (GASS)	# of course materials, examination, forms typed, collated , fastened or stapled.	Encoded, printed syllabus and laboratory manuals, course outlines and long exam, midterm/final examinations, department forms	150	350	5	4	5	4.66	
	# of DTR/CSR prepared, countersigned and recorded	Prepared/checked distributed DTRs /monthly CSR of faculty	20	30	5	5	5	5.00	
	# of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and partime faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, reimbursements, OIC letter, classes to be missed	125	226	5	5	4	4.66	
	# of documents prepared and processed	Typed/printed annual procurement plan (APP), annual accomplishment report, actual teaching loads, individual Faculty workloads and projected workloads	10	20	5	5	5	5.00	
	# of classroom schedules prepared	Incharge in the preparation of classroom schedule, attend to DSS 119 reservation/utilization	4	5	5	5	5	5	
	# of job requests prepared	Prepared job requests and attend to DSS repairs	10	15	5	5	5	5	
	# of times assisting in classrooms/CRs	Guide student assistants/laborers during cleaning	5	12	5	5	5	5	

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec, 2018 (Accomplishment)

Name of Staff: Josevose B. Capricho Position: Adm. Aide IV

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	52				
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 : _____

SUZETTE B. LINA

Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOSEROSE B. CAPRICHO
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: June 2018 Target Date: December 2018

First Step:

To attend trainings and seminars to improve skills as administrative staff

Apply the skills gained from seminars/workshops for excellent service

Result:

Has attended training on GAD, PPMP, CUMULUS, HEIS

Knowledgeable in using Cumulus and other computer-based applications learned from seminars/workshops

Date: June 2018 Target Date:December 2018

Next Step:

Attend more trainings and seminars related to administrative work.

Outcome:Scout for trainings and seminars outside the university related to administrative function.

Final Step/Recommendation:

If thereare trainings and seminars related to the function, a letter requestingadministration's approval and possible funding will be prepared.

Prepared by:

SUZETTE B. LINA
Unit Head

Conforme:

JOSEROSE B. CAPRICHO
Name of Staff