

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Ral-jie S. Managbanag

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.00	70%	2.80
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.27	30%	0.98
Total Numerical Rating			3.78

TOTAL NUMERICAL RATING: 3.78  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING 3.78

ADJECTIVAL RATING: Satisfactory

Prepared by:

  
MARIA ELSA M. UMPAD  
AO II

Reviewed by:

  
ERLINDA A. VASQUEZ  
Director

Approved:

  
OTHELLO B. CAPUNO  
VP for R&E)

Ral-jie S. Managbanag  
Rater

*Erlinda A. Vasquez*  
Erlinda A. Vasquez  
Head of Unit

[illegible]

	Assist in the implementation of	# of engineering researches assisted	1	1	3	3	3	3	
	engineering researches, preparation	# of engineering research proposals							
	of proposals and in the development	prepared/assisted	1	1					
	of machines and equipment of the	# of machines & equipment assisted							
	Engineering Division	in their development	7	7					
	Assist in the documentation of	# of developed machines & equip-							
	developed machines and equipment,	ment documented/monitored	7	7	3	3	3	3	
	their distribution and field monito-	# of monitoring trips conducted	3	5					
	ring	# of monitoring trips documented	3	5					
	Perform other duties that may be								
	assigned.								
	Maintenance of audio-	# of testing/check-up and	12	15	4	5	5	467	
	visual equipment &	inventory conducted							
	accessories								
	Facilitation of requests								
	by other PhilRootcrops/								
	VSU staff								
	Scanned Documents/	# of pages scanned	40	55	5	5	5	5	
	Photos								
	E-mailed Documents	# of documents sent thru	20	25	5	4	4	4.33	
		e-mail							
	Photo/Video Documentation	# of photo/video	6	7	4	4	4	4	
	Conducted (other events)	documentation conducted							

	IEC Materials Printed	# of copies printed	200	300	4	4	4	4	
	Facilitated Conduct of								
	Faculty Evaluation	# of Classes Evaluated	20	25	5	5	5	5	
Total Over-all Rating									4.0

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

Comments & Recommendations for Development Purposes:
To focus on the assigned job assignments
To attend related trainings

Evaluated and Rated by:

✓ *Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 \_\_\_\_\_  
 Director

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
 \_\_\_\_\_  
 Director for Research

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
 \_\_\_\_\_  
 VP for R & E

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

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018  
Name of Staff: Ral-jie S. Managbanag Position: Sci. Res. Assistant


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		36/11 = 3.27				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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 : \_\_\_\_\_

  
ERLINDA A. VASQUEZ  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops


Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Ral-jie S. Managbanag

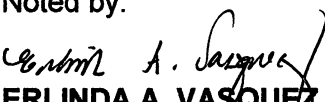
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
<u>3<sup>rd</sup> Quarter</u> <u>4<sup>th</sup> Quarter</u>	One-on-one discussion with the concerned staff re: progress of assigned project and task	Meeting of staff under the ESED			Office procedures were properly followed
a. Monitoring of the assigned office activities (monthly)	Checking the accomplishments of the assigned tasks e.g. reports, proposals, layouts				Reports, Maps generated and processing building layout submitted on time
Coaching					
Coaching of staff on the proper procedure in doing the assigned tasks	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed
Outlining different ESED & Engineering Related activities		Brainstorming activities			
Encouraging the staff to attend related learning and development activities such as trainings, seminars and conference offered by the University and other institutions					

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

Conducted by:

  
JULIETA R. ROA  
Immediate Supervisor

Noted by:

  
ERLINDA A. VASQUEZ  
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ral-jie S. Managbanag  
Performance Rating: Satisfactory

Aim: More Expose to Agricultural Engineering Works/Applications

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Get involve and be part in project that requires Agricultural Engineering Knowledge and expertise. Attend refresher/Advance course that can aid in Agricultural Engineering Design and Application.

Result: Acquires Additional knowledge and hands-on on Agricultural Engineering works.

Date: January 2019 Target Date: June 2019

Next Step: Constant practice and hands-on. Attendance to other related trainings.

Outcome: More or less well capacitated on Agricultural Engineering Works.

Final Step/Recommendation:  
Assist and facilitate development of Agricultural Engineering project (crop processing).

Prepared by:

Erlinda A. Vasquez  
Erlinda A. Vasquez  
Unit Head

Conforme:

Ral-jie S. Managbanag  
Name of Ratee Faculty/Staff