## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RYNA MAE C. CAINTIC

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.6	70%	3.22
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
		TOTAL NUM	IERICAL RATING	4.64

TOTAL NUMERICAL RATING:

4.64

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

4.64

FINAL NUMERICAL RATING

4.64

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM ( IPCR)

I, REYNA MAECAINTIC of the <u>Dept, of Hortkulture</u> 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 <u>December 2017.</u>

PATA MAECAIN TIC Rate of

Approved:

OSARIN A. SALAS Head of Unit

Milo & Payle				HEB	Head of Unit					
No. of leasant in properties   Lead in the preparation, planting staking potting   2   3   6   6   7   6   7   7   7   7   7   7	MRO & PAPs	Success Indicators	Tas ka Assigned	To a series of	Actual		Ral	ing		2
No. of data gathered   No. of large gathered gathered   No. of large gathered gat	Research Services	No of pocarrh on byte		1 120	Accomplishment	ď	'Lu	1	e c <u>l</u>	
No. of data gathered         Data gathered profits         Data gathered in the point seconded, and keed and babubed         10         15         5         5         6         7         4         8         6		maintained/prepared	Lead in the preparation, planting. staking, plotting, harvesting of plants	2	C.C.	5	lo.	4	4.56	
No. of labor randes for printed in the number of the points and seeds and seeds         Submitted reports         S		No. of data gathered	Data gathered, recorded, and hized and tabulated	10	1.5	2	in	ın		***
Only Local Book managed/Supervised in the number of the points		No. of reports made, is ubmitted	Submitted reports	6	THE COLUMN TAXABLE SERVICE AND ADDRESS OF THE COLUMN TAXABLE COLUMN TAXABBE COLUM	r.	Į.	-	455	and the second
No. of vegetables sold light avvest.  Seed extraction  No. of reports made for STF Locally Grown  No. of laborato rise maintained  No. of laborato rise randination  No. of laborato rise randination  No. of laborato rise saved as member  No. of committees served as member  No. of committees as a served committee of committees and committees as a served committee of committees and committe		No. of labor managed/supervised in the nursery	Supervised aboners	*	*	lo .	S		4.56	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
No. of bloom titless served as member   Member of working committees served as member   Member of working committees for vSU Annihersary   2   2   5   5   5   5   5   5   5   5	Other tasks in support to	No. of vegetables sold kg/harvest.	Selling of first hyeoptables and seeds	The second secon						
No. of reports made for STR Locally Grown     Submitted reports     Submitted reports <td></td> <td>Seed extraction</td> <td></td> <td>1000</td> <td>1500</td> <td>ın</td> <td>ın</td> <td>w</td> <td>vo.</td> <td></td>		Seed extraction		1000	1500	ın	ın	w	vo.	
Wegetable Seeds         Lond Class when instructor on cerned is on travel. Proctor in examination         Hold Class when instructor on cerned is on travel. Proctor in examination         Hold Class when instructor on cerned is on travel. Proctor in examination         Hold Class when instructor on cerned is on travel. Proctor in examination         Hold Class when instructor on cerned is on the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when instructions are not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed also nations.         Hold Class when it is not continued in the vegetable and seed and seed also nations.         Hold Class when it is not continued in the veget		No. of reports made for STF Locally Grown	Suhmitted cores the	THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF TH						
upport to     No. of student activities assisted     Hold class when instructor concerned is on travel. Proctor in examination.     3     4     5     5     5       Checking of test papers/lab brintones maintained     Mo. of laboratories maintained     Maintained the wagerable and seed laboratories     2     2     5     5     5     4       No. of committees served as member     Member of working committees for vSU Annihersary     2     2     5     5     5     5		wegetable Seeds		9	9	2	0		2	Maria spines
No.of laboratories naintained   No.of committees served as member   Member of working committees for VSU Anniversary   2   2   5   5   5   5   5   5   5   5	Other functions in support to	No. of student activities assisted	Les Harbert Anna Lea							
No. of laboratories maintained     Maintained the vegetable and seed laboratories     10     10     5     5     5       No. of committees served as member     Member of working committees for vSU Anniversary     2     2     5     5     5	instruction		no but class when instructor concerned is on travel/proctor in examination	0	A	lo.	2		10	a comment
No. of taboratories maintained Maintained the vegetable and seed laboratories 2 2 5 5 4  No. of committees served as member			Checking of test papers/laboratory exercises	10	10	ល	ın		10	
No. of committees served as member	THE CONTRACT OF THE CONTRACT O	No. of laboratories maintained	Majirda (too) 4 km ison ada ki, a a a a a a a a	The service of the se						
No. of committees served as member 1 Member of working committees for vSU Anniversary 2 2 5 5 5 5	***************************************		maintainteu the vegetable and seed laboratories	2	2	lo lo	2	1	1.66	-
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	Total Overall Ratings			Are passificial delle construction delle passe access delle legislation and the construction	A Primary of the Conference of the Conference and American State of the Conference o				_	
									1361	

3.40 Commendations	De ve lo pme nt Purpose:	12		45	0
	Andreas de l'activité de l		AND THE PROPERTY OF THE PROPER	ART, ALLES ARTHUR MANNEY WITH THE THE THE THE THE THE THE THE THE T	AND THE PROPERTY OF THE PROPER
Average Rating (Total Over all rating divided by 4) 4.86	Additional Points:	Punctuality	Approved Additional points (with copyrofapproval)	FINAL RATINS	ADJECTIVAL RATING

Recommending Approval:	BEATRES. FELDINGS	Date:
California to:	REMBIATO ASATINDOL PMT	Date:

Planning Office

Received by:

Date:
1 —quality
2 — Efficiency
3 — Trineliness
4 - Average

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017

Name of Staff: REYNA MAE C. CAINTIC Position: Science Res. Asst.

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)		5	icale	7	
4	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	4
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	Alexander Company
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	A. Comments
5.		(5)	4	3	2	***************************************
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	Participation of the Perticipation of the Perticipa
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	13	2	
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	AND DESCRIPTIONS OF THE PARTY O
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	The same of the sa
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	And or commented and an extended of the second of the seco

	Average Score		(	f.7-	5	
	Total Score		5	7		
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	All money
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	4
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
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	-
4.	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	The second secon
B.	Leadership & Management (For supervisors only to be rated by higher supervisor)	And the second s	4	Scal	е	
	Total Score				1	1
12.	Willing to be trained and developed	(5)	4	3	2	T.
1.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	14	3	2	-

ROSARIOA SALAS

Overall recommendation

Name of Head