



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: 4.82

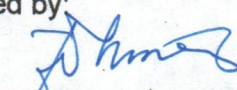
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: OUTSTANDING

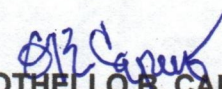
Prepared by:

  
**ADELINA O. CARRENO**  
Name of Staff

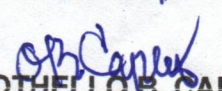
Reviewed by:

  
**ANTONIO P. ABAMO**  
Department/Office Head

Recommending Approval:

  
**OTHELLO B. CAPUNO**  
Vice President for Research, Extension and Innovation

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research, Extension and Innovation



**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Adelina O. Carreno, of the OVPRE-Extension commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period December to December, 2020.

**ADELINA O. CARRENO**

Ratee

Approved: **ANTONIO P. ABAMO**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Extension Services	No. of Training/Seminar workshop conducted/facilitated	Coordinated, facilitated, conducted seminar-workshop/training	2	3	5	5	5	5	Coordinated 3 trainings/works hops namely: 1) Process Formulation for On-air Training 2) Process Formulation for On-line Training 3) SOA Write-shop for RF program handlers
	No. of Agri/Trade Fairs coordinated, participated, conducted	Planned, coordinated, manned, agri/trade fairs/exhibits at the local, provincial, city, regional, national exhibitions	1	2	4 3	4 3	4 3	4 3	Assisted in the mobilization of Display products to be displayed for the Ormoc Chamber Display and improved the display of knowledge products during the in-house review)
	No. of Extension Farm Radio	Produced/Aired Extension Farm	40 editions	54 editions	5	5	5	5	Programs are done either



	Program Produced/Aired	Radio Program over radio stations							live or pre-recorded
	No. of radio spots produced	Aired/broadcast radio spots/teasers	8	28	5	5	5	5	Radio spots/teasers are used as program materials for the programs being handled
	No. of articles written for print/on-line media	Article sprinted for on-line media	1	4	4 7	4 7	4 7	4 7	Re-written 4 articles for publishing on the RDE highlights.
	No. of trainings (on-air/online inquiries attended	Entertained/attended training queries and requests either on air or online	2	3	4 8	4 8	4 8	4 8	Received 3 queries from 2 departments (DOH and DFST) and 1 institute (ITEEM).
	No. of interviews conducted	Conducted interviews with experts/farmers	5	17	5	5	5	5	Interviewed the following: - Dr. OBC - Dr. JLB - Prof. ABL - Prof. BG - Prof. BP - Dr. RAS - Dr. LAG - Dr. ICE - Dr. MMB - Engr. JP - Ms. JC - Ms. CL - Ms. AO - Mr. JP - Prof. RDT - Vice Gov.



									CPL - Mr. FA
	No. of other duties performed as requested by superiors	Performed tasks as told by superiors	3	6	4 8	4 8	4 8	4 8	<ul style="list-style-type: none"> <li>- Edited the RD&amp;E highlights 2018</li> <li>- Produced SOA on Rainforestat ion Farming (24 editions)</li> <li>- Video Shoot RF for Online Course Offering (Yale University)</li> <li>- Re-crafted the Exhibit Participation Policy Manual</li> <li>- Redesigned the Let's Talk AgriBiz Program to be aired over DYDC-FM to be handled by Prof. Bert Peñaloza and Prof. Bryan Gapasin</li> <li>- Presented an Extension Project during the in-house review</li> </ul>



Total Over-all Rating						4	4	4	4
						8	8	8	8
						2	2	2	2

4) Average Rating (Total Over-all rating divided by	4.82	XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		XX
ADJECTIVAL RATING	outstanding	

**Comments & Recommendations  
for Development Purpose:**

*Is a team player! must  
mentor/train junior staff  
in preparation for her eventual  
retirement*

Evaluated & Rated by:

*[Signature]*  
ANTONIO P. ABAMO  
Dept/Unit Head

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

Recommending Approval:

*[Signature]*  
ANTONIO P. ABAMO  
Dean/Director

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

Approved by:

*[Signature]*  
OTHELLO B. CAPUNO  
Vice President

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Adelina O. Carreno

Position: Broadcast Production Supervisor

**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.**

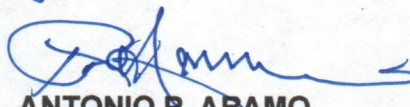
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	5	4	3	2	1



improvement of his work accomplishment						
12.	Willing to be trained and developed	5	4	3	2	1
Score		Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		58				
Average Score		4.83				

Overall recommendation : Keep up the good work

  
**ANTONIO P. ABAMO**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO

Performance Rating: Outstanding

Aim: **Raise the bar higher to serve better the intended clients.**

Proposed Interventions to Improve Performance:

Date: July 1, 2020

Target Date: December 31, 2020

First Step:

Mentoring/Coaching

Delegating

Result:

Improved extension projects/training delivery

Date: January 1, 2021

Target Date: June 30, 2021

Next Step:

Undergo formal and informal mentoring from an expert in Development and  
Extension Delivery.

Outcome:

1. Improved performance

Final Step/Recommendation:

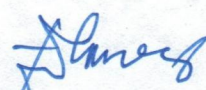
1. Go through the steps in mentoring process
2. Participate in Webinars related to new Extension Delivery Modalities

Prepared by:

  
**ANTONIO P. ABAMO**

Director, Extension

Conforme:

  
**ADELINA O. CARRENO**

Name of Ratee Faculty/Staff