



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **Teodosio, Socorro B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.78	70%	3.35
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING: **4.74**

ADJECTIVAL RATING: **Outstanding**

Prepared by: \_\_\_\_\_

  
**MARIA ELSA M. UMPAD**  
AO II


Reviewed by: \_\_\_\_\_

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval: \_\_\_\_\_

  
**JOSE L. BACUSMO**  
Director for Research


Approved: \_\_\_\_\_

  
**OTHELLO B. CAPUNO**  
VP for Res., Ext., &  
Innovation

"EXHIBIT B"


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

I, **SOCORRO B. TEODOSIO**, of the, **PhilRootcrops** 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, 2020** to **December 31, 2020**

  
**SOCORRO B. TEODOSIO**  
Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
Head of Unit

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
ADMINISTRATIVE SERVICES:  Prepare financial Documents and other typing request	Numbers of advance typed	Prepares cash advances	15	34		5	4	5	4.67
	Number payment vouchers typed	Prepares payment vouchers	35	67					
	Number of funds transfer typed	Prepares fund transfer	10	20					
	Number reimbursement voucher typed	Prepares reimbursement	75	150					
	Number of liquidation prepared	Prepares liquidation of							
	A. Cash Advance	A. Cash Advance	15	30					
	B. Travel	B. Travel	15	35					
	Number of Pre-Travel Prepared	Prepares Pre-travel	10	20					
	Number of Honorarium voucher typed	Prepares honorarium voucher	3	6					
	Number of PR prepared	Prepares purchased Request	25	50					
	Number of RIS prepared	Prepares RIS	15	30					
	Number of proposal typed	Type proposal, quarterly, mid-year and year end reports	2	5					
	Number of quarterly report/project typed		2	5					
	Number of mid-year report/project typed		2	5					



	Number of yearend report/project typed								
	Number of CSRs/DTR	Prepares DTR	6	12					
	Number of application for leave	Prepares application for leave	50	85					
	Number of travel request	Prepares travel request	15	30					
	Number of trip tickets	Prepares trip tickets	15	30					
	Number of job orders	Prepares job order	8	16					
	Number of OIC	Prepares OIC	5	10					
2. Files/Retrieves and Archives Old Record	Number of incoming and outgoing communication filed	Files incoming and outgoing communication	500	1200	5	4	5	4.67	
	Number memoranda filed	Files memoranda	75	105					
	Number of memo circular filed	Files memo circular	75	140					
	Number of MOA filed	Files MOA	5	5					
	Numbers of research proposal filed (quarterly, mid-year and year-end)	Files research proposal filed (quarterly, mid-year and year-end)	100	200					
	Number of personal record of regular, contractual, casual and MOOE employees filed	Files personal records of all PhilRootcrops staff (regular, contractual, casual and MOOE employees filed)	500	1306					
	Number of folders prepared for putting of labels for new files	Prepares folder for putting of labels for new files	40	55					
	Numbers of old record archives and submitted to records division	Retrieve old files/records rehabilitated and archived and submitted to records division	35	65					
3. Monitored/ Record daily expenditures of PhilRootcrops Projects Under Trust and Projects funded outside VSU	Number of daily expenditures of projects under Trust monitored/record	Monitor/record daily expenditures of projects under Trust funds	40	100	5	5	5	5	

4. Check and prepares bills/payments	Number of bills prepared for photocopying services	Check and prepares bill/payments of photocopying services, flat rate charging for used of Philrootcrops vehicles, used of training hall	5	13	5	5	5	5	
	Number of bills prepared for flat rate charging		10	19					
	Number of telephone bills prepared		6	14					
5. photocopies/riso of documents	Number of documents photocopied	Photocopies of documents	200	400	5	5	5	5	
	Number of documents risograph	Risograph office forms etc.	3500	5000					
6. Acts as property custodian of the Center specially in kitchen wares	Number of kitchen wares monitored	Monitor numbers of utensils/kitchen wares in the center	30	55	5	5	5	5	
	Numbers of gathering/party/ meetings of the center	Prepares them when there is gathering/party/meetings of the center	15	30					
	Number of utensils returned	Returned/place them in the cabinet after using	50	80					
7. Coordinates/ record assigned typing activities of other clerks	Number of typing activities assigned other clerks	Coordinates/record assigned typing activities of the clerks	20	40	5	4	4	4.33	
8. Counter sign clearance	Number of clearance counter signed	Counter sign clearance	75	150					
9. Attend to telephone calls	Number of telephone calls received	Received/place telephone/long distance call	30	60	5	5	5	5	
10. Other duties needed by the center	Perform other duties from time to time	Receive Centers visitors and refer them to appropriate center staff for assistance	5	15	5	4	4	4.33	
		Assist in serving snacks to visitors/meetings	10	20					
TOTAL RATING									

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		Outstanding

#### Comments

: training on documents record  
control refresher training  
for dDRC

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. Caruno*  
OTHELLO B. CARUNO  
VP for Research, Extension and Innovation

Date \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Socorro Teodosio

Position: Administrative 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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total					
Score					
<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					
Average Score	4.63				

Overall recommendation : Outstanding

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Printed Name and Signature  
 Head of Office



PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **Socorro B. Teodosio**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <u>3<sup>rd</sup> Quarter</u> <u>4<sup>th</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g office document preparation	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel	Memo to attend the meeting		Negative feedback from concerned personnel were addressed  Office procedures were properly followed
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University  Advising the staff to strictly follow the COVID-19 health protocols  • - as often as necessary	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

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

Conducted by:

*[Signature]*

**MARIA ELSA M. UMPAD**  
Immediate Supervisor

Noted by:

*[Signature]*  
**ERLINDA A. VASQUEZ**  
Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SOCORRO B. TEODOSIO**Performance Rating: Outstanding

Aim: To come up systematic office procedures in accordance with ISO standards for efficient client service satisfaction.

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: December 31, 2020

First Step:

- Meeting and coaching of staff to come up with an effective office procedure e.g.; receiving of in-house documents; recording of documents, database of documents (in Excel format) and use of office forms in accordance with ISO standard
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- File copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Started inputting documents in Excel format for recording purposes
- Awareness of COVID-19 and its corresponding health protocols

Date: Jan 1, 2021Target Date: June 31, 2021

Next Step:

- Meeting of staff for the improvement of the outputs of her previous assignments and setting up of new assignments and targets for the year
- Periodic monitoring of assigned jobs
- To attend related training on office procedures
- Start inputting into Excel format important documents of PhilRootcrops

Outcome: Documents properly documented, labeled and filed  
Document forms used are in accordance with ISO standard

Final Step/Recommendation:

- To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.
- To attend trainings on office procedures, computer programs manipulation, front line services, document controlling and filing, health and wellness and stress management.

Prepared by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

*Socorro B. Teodosio*  
\_\_\_\_\_  
Name of Ratee Faculty/Staff