



Annex P

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

Name of Administrative Staff: Maria Verjie Q. Subere

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.95</u>	70%	<u>3.46</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.82</u>	30%	<u>1.45</u>
<b>TOTAL NUMERICAL RATING</b>			<u>4.91</u>

TOTAL NUMERICAL RATING: 4.95 91 fi

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

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

FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

MARIA VERJIE Q. SUBERE  
Name of Staff

Reviewed by:

IVY C. EMNACE  
Department/Office Head

Recommending Approval:

IVY C. EMNACE  
Dean/Director

Approved:

SANTIAGO T. PEÑA, JR.  
Vice President

**RESEARCH OFFICE**

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## Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, Maria Verjie Q. Subere, of the Office of the Director for Research commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2024.

  
MARIA VERJIE Q. SUBERE

Ratee

7/12/24

Approved:

  
IVY C. EMNACE

Head of Unit

7/15/24

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>	
<b>Research Services</b>	PI 2. Number of research projects/ study proposals assisted/ facilitated for internal and external funding	Drafted/ assisted/ facilitated the review/ submission of proposals	20	53	5	4.8	4.5	4.76	For VSU, DA-BAR and DOST-funding
	PI 2. Number of In-House Review facilitated/ assisted	Assist/ facilitate in the conduct of activities	1	1	5	4.9	4.9	4.96	All ongoing & completed research conducted by VSU faculty researchers
	PI 3. Number of research report assisted	Assist in the input of data needed for submission within the agency and other government agencies	1	1	4.9	4.9	4.9	4.9	PASUC
<b>Capacity Building</b>	PI 1. Number of trainings/ workshops /scientific fora attended	Attendance to trainings/ workshop/ scientific fora attended	1	3	5	5	5	5	NAST-DOST Visayas Regional Scientific Meeting,




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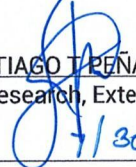
Average Rating (Total Over-all rating divided by 4)		<b>4.95</b>
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**  
 A very responsible staff.  
 It is recommended that she will attend conference related to staff dev't specifically those that are relevant to her functions.

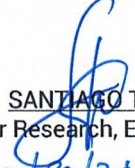
Evaluated & Rated by:

  
IVY C. EMNACE  
 Dept/Unit Head  
 Date: 7/29/24

Recommending Approval:

  
SANTIAGO T. PEÑA, JR.  
 Vice President for Research, Extension, and Innovation  
 Date: 7/30/24

Approved by:

  
SANTIAGO T. PEÑA, JR.  
 Vice President for Research, Extension, and Innovation  
 Date: 7/30/24

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Verjie Q Subere

Performance Rating: Outstanding

Aim: To have an efficient monitoring and evaluation of Research Proposals for internal and external funding.

Proposed Interventions to Improve Performance:

Date: March 4, 2024 Target Date: June 30, 2024

First Step:

1. Implement systematic M&E of research proposals particularly for VSU-funded.

Result:

1. More efficient M&E.

Date: July 1, 2024 Target Date: December 31, 2024

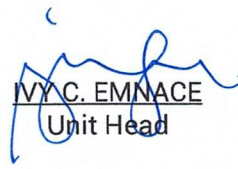
1. Come up with a systematic way of monitoring the progress of research proposals.

Outcome: Efficient monitoring.


Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

  
IVY C. EMNACE  
Unit Head

Conforme:

  
MARIA VERJIE Q. SUBERE  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

Name of Staff: Maria Verjie Q. Subere  
III

Position: Science Research Aide

**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

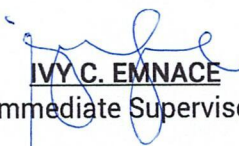
A. Commitment ( <i>both for subordinates and supervisors</i> )		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
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

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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						
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</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		97 82				
Average Score		4.82				
Overall recommendation:						

  
**IVY C. EMNACE**  
 Immediate Supervisor