



**Annex P**

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

Name of Administrative Staff: **Teodomero C. Ratilla**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81 <i>70</i>	70%	3.367 <i>29</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.667	30%	1.399
<b>TOTAL NUMERICAL RATING</b>			<b>4.767 <i>49</i></b>

TOTAL NUMERICAL RATING: 4.78 *49*


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

TOTAL NUMERICAL RATING: 4.78 *49*

FINAL NUMERICAL RATING 4.78 *49*

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**TEODOMERO C. RATILLA**  
Name of Staff

Reviewed by:

  
**LUZ G. ASIO**  
Department/Office Head

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean/Director

Approved:


  
**ROTACIO S. GRAVOSO**  
Vice President




"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TEODOMERO C. RATILLA, of the DEPARTMENT OF AGRONOMY, 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 11, 2024 to June 30, 2024.

  
**TEODOMERO C. RATILLA**  
 School Farm Demonstrator  
 Date: 20 July 2024

Approved:  
  
**LUZ C. ASIO**  
 Department Head  
 Date: 24 July 2024

  
**SUZETTE B. LINA**  
 College Dean  
 Date: 26 July 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
Administrative Support Services	No. of rice varieties planted	Supervise, monitor farm operations related to instruction, research, extension and production activities	2	3	5	5	5	5.00	
	No. of corn varieties planted		1	1	4	4	5	4.33	
	No. of perennial crops planted and maintained		2	2	5	5	4	4.67	
	No. of legume crops planted & maintained		1	1	4	4	5	4.33	
	No. of production projects maintained		1	1	4	5	5	4.67	
	No. of croppings conducted		1	1	5	4	5	4.67	
	No. of annual crops planted and maintained		4	4	4	5	5	4.67	
	Quantity of rice seeds produced (kg)		500	1581	5	5	5	5.00	
	Quantity of corn seeds produced (kg)		20	20	4	5	5	4.67	
	Quantity of rice seeds released (kg)	Issue and release seeds to buyers/students	500	695	5	5	5	5.00	
	Quantity of corn seeds released (kg)		20	20	3	4	5	4.00	
	No. of clients served		20	22	5	5	5	5.00	
	Income generated		37500.00	50790	5	5	5	5.00	
	No. of student research assisted	Issue needed supplies/materials	3	4	5	5	5	5.00	
	No. of laborers supervised	Supervise laborers in the field	1	1	4	5	5	4.67	
	No. of project reports prepared and submitted	Prepare periodic project reports	2	2	4	5	4	4.33	
	No. of farm supplies (fertilizers, etc) procured	Request farm supplies and materials	3	3	5	5	5	5.00	
	No. of other assigned tasks performed on time		1	1	4	5	5	4.67	
Total Over-all Rating									84.67

teratilla...

Average Rating		4.70
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		

Comments & Recommendations for  
Development Purpose:

Attend leadership  
trainings related to  
work.

Evaluated & Rated by:

  
LUZ G. ASIO

Dept/Unit Head

Date: July 24, 2024

Recommending Approval:

  
SUZETTE B. LINA

Dean/Director

Date: July 26, 2024

Approved by:

  
ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 29 July 2024

1- Quality

2- Efficiency

3- Timeliness

4- Average



# PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Agronomy

Head of Office: LUZ G. ASIO

Number of Personnel: 23

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


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> and evaluation helps identify the most valuable basis for modification of interventions and assess the quality of activities being conducted.	IPCR submission to monitor outputs  Head and Student evaluation of faculty's class performance.  Class observation by the head.	Conducts monthly meetings and checks updates on assigned task-related activities.			
<b>Coaching</b> True coaching improves employee and organizational resiliency and effectiveness in change, enabling employees to become effective in their tasks or roles in the workplace.	One-on-one coaching for faculty with satisfactory and below ratings.  Attend instructional coaching for teacher effectiveness workshop.	Conducts regular meetings with the faculty and the department.  Attend instructional coaching for teacher effectiveness workshop.			

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

Conducted by:

  
**LUZ G. ASIO**  
Immediate Supervisor

Noted by:

  
**SUZETTE B. LINA**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: TEODOMERO C. RATILLA

Performance Rating: OUTSTANDING

**Aim:** To sustain the outstanding rating

### Proposed Interventions to Improve Performance

Date: January 2024

Target Date: June 2024

#### First Step:

To attend trainings and seminars to improve skills and be able to assess TESDA-related courses

#### Result:

Attended and satisfactorily passed the TM training in TESDA

Target Date: January to December 2024

#### Next Step:

To register as one of the TESDA assessor in Agricultural Crop Production

**Outcome:** Become one of the TESDA assessors in Agricultural Crop Production


#### Final Step/Recommendation:

Maintain production for income generating project of the university and supervision of student researchers (Thesis) in the department and become TESDA assessor

Prepared by:

  
**LUZ G. ASIO**  
Unit Head

Conforme:

  
**TEODOMERO C. RATILLA**  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: Teodomero C. Ratilla Position: School Farm Demonstrator

**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
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	56				
<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					
Average Score	4.667				
Overall recommendation:					

  
**Luz G. ASIO**  
 Immediate Supervisor