



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: **ELMERA Y. BAÑOC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.921

TOTAL NUMERICAL RATING: 4.921
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING _____
ADJECTIVAL RATING: Outstanding

Prepared by:


ELMERA Y. BAÑOC
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Department/Office Head

Recommending Approval:


MARIA JULIET C. CENIZA
Director, ViCARP

Approved:


MARIA JULIET C. CENIZA
Vice President for Research and Extension

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ELMERA Y. BANOC**, Education Research Assistant/VICARP , commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **September to December 31, 2022**


ELMERA Y. BANOC

Education Research Assistant

Date: 12/9/22


MARIA JULIET C. CENIZA

Head of Unit/Office

Date: _____

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
Research Services	PI 1. Number of RDE news and features articles published	Wrote and published articles in VICARP FB page/VICARP Highlights	5	15	5	5	5	5.00	Articles on RAISE Program, VICARP External Evaluation, VICARP lead projects
	PI 2. Number of new and existing products labels produced	Layouted and re-layouted packaged products	5	5	4	5	5	4.67	Technomart products
	PI 3. Number of tarpaulins edited and produced	Edited tarpaulins for events and promotions/virtual background	5	6	5	5	5	5.00	More on online posting
	PI 4. Number of beneficiaries served								
	Individuals	Facilitated and assisted clients who availed VICARP services, IEC materials and VSU products	1,500	2500	5	5	5	5.00	Inquired, ask assistance via online (phone and emails)

	PI 5. Number of assisted and facilitated research proposals/awards	Drafted/Assisted and facilitated submission of research/activity proposals Enhanced Regional Collaborative Program, Development and Evaluation of Soil Fertility Management Strategies for Hybrid Coconut Farming in Eastern Visayas, Coconut Pest Proposal, Strategic Planning Workshop and Capability Building for ViCARP Member Institutions, CEST proposal, Impact Assessment project	2	6	5	5	5	5.00	
Sub-Total									4.93
Extension Services	PI 1. Number of Extension delivery services conducted/coordinated/participated:webinars	Coordinated online delivery of extension services through the conduct of webinar sessions Regional Knowledge Management Workshop, Financial Management, Technology Pitching webinars, ISO related webinars	2	5	5	5	5	5.00	
Sub-Total									5.00
Capacity Building	PI 1. Number of trainings/workshop attended	1. Applied Communication Expert Training in Korea 2. Training on Business registration for MSMEs 3. ISO 9001:2015 workshop for documents revision 4. Work and Financial Plan workshop, 5. Event management 6. Communication Planning	3	6	5	5	5	5.00	Both online and F2F
Sub-Total									5.00
Administrative and Facilitative Services	PI 1: Number of ViCARP member agencies facilitated for the conduct of campus visit, symposium and meetings	Facilitated/documented surveys and meetings	24	26	5	4	5	4.67	
	PI 2: Percentage of administrative documents acted	Acted on time administrative documents	95%	100%	5	5	5	5.00	
	PI 3: Number of products variety displayed/managed in the Technomart and Pasalubong	Monitored the business flow of the S & T products displayed at Technomart	50	60	5	4	5	4.67	

	PI 4: Number of trainings/meetings assisted and facilitated	1. RDEI Agenda revisiting 2. REIAC Meeting 3. Top Management Meeting, 4. Symposium preparation Meetings 5. Inter-agency review meetings, 6. Stakeholders/project leaders meeting	3	7	5	5	5	5.00	
	PI 5: Percentage of participation as committee member		100%	100%	5	5	5	5.00	
	PI 6: Number of Rooms cleaned, maintained and monitored	Kept the entire Technomart and Pasalubong Counter clean (2 CRs, students cubicle and display areas)	3	3	4	5	5	4.67	
	PI 7: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors on various university related activities/programs/projects and seminars	As requested	15	5	5	5	5.00	
	PI 8: Percentage of participation as core dDRC for VP, REI	Acted on the proper records keeping and retrieving of documents	100%	100%	5	5	5	5.00	
	PI 9: Percentage of participation as Knowledge management Cluster Coordinator and Science Communication Coordinator of VICARP and Project Staff of RAISE KM Project	Acted as Knowledge Management Cluster Coordinator of VICARP	100%	100%	5	5	5	5.00	
Sub-Total								4.89	
Total Over-all Rating									
Average Rating								4.96	
Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 4)	4.96	Comments & Recommendations for Development Purpose:
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.96	
ADJECTIVAL RATING	Outstanding	

Evaluated and Rated by:


MARIA JULIET C. CENIZA, Ph.D.

Director, VICARP

Date: 12/9/22

Recommending Approval:


MARIA JULIET C. CENIZA, Ph.D.

Vice President for Research, Extension, and Innovation

Date: 12/9/22

Approved:


MARIA JULIET C. CENIZA, Ph.D.

Vice President for Research, Extension, and Innovation

Date: 12/9/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: SEPTEMBER TO DECEMBER 2022

Name of Staff: ELMERA Y. BANOC Position: EDUCATION RESEARCH ASSISTANT

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58 ÷ 12 = 4.83				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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						

Overall recommendation : _____


MARIA JULIET C. CENIZA
 Director, VICARP

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELMERA Y. BAÑOC
Performance Rating: Outstanding

Signature: 

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: November 2022

First Step:

1. Constant follow up of the plans and targets
2. Encourage to attend activities for capability building

Result:

1. Problems and issues are immediately addressed
2. Enhance the capacity and ability to perform the tasks assigned especially in the knowledge management and event management for the consortium.

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

Empowering the staff to excel in her workplace in order to contribute for the betterment of the consortium and for the host university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

MARIA JULIET C. CENIZA
Unit head

Conforme:

ELMERA Y. BANOC
Name of Ratee Faculty/Staff