



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **Tidoy, Imelda A.**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| Numerical Rating per IPCR   | 4.80                    | 70%                      | 3.36                                    |
| Supervisor/Head's assessment of<br>his contribution towards attainment<br>of office accomplishments | 4.64                    | 30%                      | 1.39                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.75</b>                             |

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

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

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

FINAL NUMERICAL RATING: **4.75**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

  
**LISA I. ARCE/ EDGARDO. TULIN**  
Assistant Director/ Director

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

  
**MARIA JULIET C. CENIZA**  
VP for Res., Ext., &  
Innovation

**“Exhibit B”**

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

I, IMELDA A. TIDOY, 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, 2021 to December 31, 2021.

  
**IMELDA A. TIDOY**  
Ratee

Approved:

  
**LISA I. ARCE**  
Assistant Director

  
**EDGARDO E. TULIN**  
Director

| 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> |         |
| Administrative Services | Number of documents recorded                             | Takes charge of internal and external communications and financial documents for signature of Center Director and external communications, memoranda, circular, etc. | 4100   | 4185                  | 5              | 5              | 5              | 5              |         |
|                         | Number of financial documents typed                      | Types payrolls/vouchers charged to MOOE  | 980    | 1100                  |                |                |                |                |         |
|                         |  | Types honorarium of PhilRootcrops Staff  | 61     | 78                    |                |                |                |                |         |
|                         |  | Types vouchers for fund transfer to NCT cooperating stations   | 8      | 8                     |                |                |                |                |         |
|                         |  | Types statement of fund releases to NCT cooperating stations   | 8      | 8                     |                |                |                |                |         |
|                         |  | Types reimbursement (supplies/travel/courier)  | 35     | 41                    |                |                |                |                |         |
|                         |  | Types payment vouchers (fuel)  | 25     | 30                    | 5              | 5              | 5              | 5              |         |
|                         |  | Types Cash Advances(supplies/travel)   | 32     | 39                    |                |                |                |                |         |
|                         | Number of Recommendations, contracts, appointments typed | Types Recommendations of SRAs/Aides charged to PS  | 16     | 16                    |                |                |                |                |         |

|                              |   |   |      |      |   |   |   |      |  |
|------------------------------|---|---|------|------|---|---|---|------|--|
|                              |   | Types Contracts of SRAs/Aides charged to PS   | 16   | 16   |   |   |   |      |  |
|                              |   | Types Appointments of SRAs/Aides charged to PS  | 16   | 16   |   |   |   |      |  |
|                              |   | Types Contracts of SRA/Aide charged to MOOE   | 130  | 201  |   |   |   |      |  |
|                              |   | Types Appointments for honorarium of PhilRootcrops staff & NCT stations                             | 60   | 69   |   |   |   |      |  |
|                              | Number of Travel Orders typed                               | Types Travel Order  | 40   | 45   |   |   |   |      |  |
|                              | Number of Leaves typed                                      | Types Application for Leave   | 32   | 37   | 5 | 4 | 5 | 4.67 |  |
|                              | Number of Trip tickets typed                                | Types Trip ticket   | 20   | 25   |   |   |   |      |  |
|                              | Number of Appt./payrolls typed                              | Types appt. of Job contracts & payroll of project based personnel                                   | 1100 | 1300 |   |   |   |      |  |
|                              | Number of DTR prepared                                      | Prepare DTR   | 12   | 12   |   |   |   |      |  |
|                              | Number of reports and communications filed                  | Reports and communications filed  | 750  | 802  |   |   |   |      |  |
|                              | Number of visitors received                                 | Receives center visitors and refer them to appropriate Center personnel for assistance              | 25   | 30   |   |   |   |      |  |
|                              | Number of subjects evaluated                                | Acts as Evaluation facilitator of the Faculty evaluation  |      |      | 5 | 5 | 4 | 4.67 |  |
|                              | Performs other tasks that may be assigned from time to time | Prepares, serves snacks and wash dishes   | 40   | 45   |   |   |   |      |  |
|                              |   | Attends to photocopying services when the in-charge is on leave                                     | 1125 | 1300 | 5 | 5 | 4 | 4.67 |  |
|                              |   | Prepares monthly reports of Enterprise Development of Some Selected Rootcrops Food Products Project | 12   | 12   |   |   |   |      |  |
| <b>Total Over-all Rating</b> |   |   |      |      |   |   |   |      |  |



|   |  |             |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 4) |  |             |
| Additional Points:                                  |  |             |
|   |  |             |
| Punctuality   |  |             |
| Approved Additional points (with copy of approval)  |  |             |
| FINAL RATING  |  | 4.80        |
| ADJECTIVAL RATING                                   |  | Outstanding |

Comments & Recommendations for Development  
Purpose:

To organize MRs and prepare  
for turn-over to the Director  
of VSU.

Evaluated and Rated by:

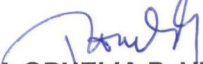
  
**EDGARDO E. TULIN**  
Director

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

Recommending Approval

  
**LISA I. ARCE**  
Asst. Director

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

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

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

Approved by:

  
**MARIA JULIET C. CENIZA**  
VP for Research and Extension

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

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Imelda A. Tidoy

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 |
| 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  |       |   |   |   |   |
| Average Score  | 4.04  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**LISA LARCE/EDGARDO E. TULIN**  
 Assistant Director/Director

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **Imelda A. Tidoy** *Imelda*

| Activity Monitoring   | MECHANISM   |   |                            |                       | Remarks  |
|---|---|---|----------------------------|-----------------------|--|
|   | Meeting   |   | Memo                       | Others (Pls. specify) |  |
|   | One-on-One  | Group   |                            |                       |  |
| <b>Monitoring</b><br><br><u>1<sup>st</sup> Quarter</u><br><u>2<sup>nd</sup> Quarter</u><br><br>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<br><br>Office procedures were properly followed                |
| <b>Coaching</b><br><br>Coaching of staff on the proper procedure in doing the assigned tasks<br><br>Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University<br><br>Advising the staff to strictly follow the COVID-19 health protocols<br><br>• 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:

**PRECILA C. BELMONTE**  
Immediate Supervisor

Noted by:

**LISA I. ARCE / EDGARDO E. TULIN**  
Assistant Director/Director



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **IMELDA A. TIDOY**

Performance Rating: \_\_\_\_\_

Aim: To come up systematic office procedures in accordance to ISO standard for efficient client service satisfaction

Proposed Interventions to Improve Performance:

Date: July 1, 2021Target Date: Dec 31, 2021

First Step:

- 
- Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excell format) and use of office forms in accordance to 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
  - Typed requested and necessary office document (payroll, vouchers, etc.)
  - Started inputting documents in Excel format for recording purposes
  - Awareness of COVID-19
- 

Date: January 1, 2022Target Date: June 30, 2022

Next Step:

Periodic monitoring of assigned jobsTo attend related training on office procedures

Outcome: Documents properly documented, labeled and filed  
Forms used for every document is in accordance to ISO standard

Final Step/Recommendation:

- To maintain performance and or exceed the current performance.
- To attend trainings on office procedures, computer programs manipulation and front line services, health and wellness and stress management.

Prepared by:

   
**LISA I. ARCE/EDGARDO E. TULIN**  
 Asst. Director/Director

Conforme:

  
 \_\_\_\_\_  
 Name of Ratee /Faculty/Staff