



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

**Annex P**

Name of Administrative Staff: ELMERA Y. BANOOC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.919</b>

TOTAL NUMERICAL RATING: 4.919

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.919

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**ELMERA Y. BAÑOC**  
Name of Staff


Reviewed by:

  
**OTHELLO B. CAPUNO**  
Department/Office Head

Recommending Approval:

  
**OTHELLO B. CAPUNO**  
Director, VICARP

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research, Extension & Innovation


**"Exhibit B"**

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

I, **ELMERA Y. BANOC**, Science 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 **July to December 2020**

  
**ELMERA Y. BANOC**  
SRA

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

  
**OTHELLO B. CAPUNO**  
Head of Unit/Office

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

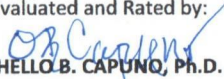
MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	PI 1. Number of RDE news and features articles published	Wrote and published articles in VICARP Website/VICARP Highlights	3	8	5	5	5	5.00	Published in VICARP Web & Facebook Page
	PI 2. Number of new and existing products labels produced	Layouted and re-layouted packaged products	3	4	5	5	5	5.00	
	PI 3. Number of tarpaulins produced	Layouted tarpaulins for events and promotions	3	5	5	5	5	5.00	
	PI 4. Number of beneficiaries served								
	<i>Individuals</i>	Facilitated and assisted clients who availed IEC materials and VSU products/ vegetable relief beneficiaries	1,500	6135	5	5	5	5.00	
	PI 5. Number of assisted and facilitated research proposals/awards	Drafted/Assisted and facilitated submission of research/activity proposals	2	7	5	5	5	5.00	Proposals for PCAARRD
<b>Sub-Total</b>									
Extension Services	PI 1. Number of Extension delivery services conducted/coordinated/participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Coordinated online delivery of extension services through the conduct of webinar sessions	2	3	5	5	5	5.00	Financial Management Seminar, On-Air Talk on Vegetable Production, Coconut Livelihood
<b>Sub-Total</b>									

Capacity Building	PI 1: Number of trainings/workshop attended	Attended trainings and workshops	3	3	5	5	5	5.00	
<b>Sub-Total</b>									
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	4	5	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	50	5	5	5	5.00	
	PI 4: Number of trainings assisted and facilitated	Assisted and facilitated trainings/webinars on updating website and facebook page for digital marketing	2	2	5	4	5	4.67	




	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	5	5	5	5.00	
	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	5	5	5	5	5.00	
	PI 8: Percentage of participation as core dDRC for VICARP	Acted on the proper records keeping and retrieving of documents	100%	100%	5	5	5	5.00	
	PI 9: Percentage of participation as project support staff	Acted as support staff during the implementation of the quick response project to mitigate crisis brought by CoVID-19	100%	100%	5	5	5	5.00	
Sub-Total									
Total Over-all Rating								4.96	
Average Rating									
Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: <i>Highly responsible &amp; hardworking staff - Congratulations - You deserve to be promoted...</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.96	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by:  
  
**OTHELLO B. CAPUNO, PH.D.**  
Director, VICARP  
Date: \_\_\_\_\_

Recommending Approval:  
  
**OTHELLO B. CAPUNO, PH.D.**  
Vice President for Research and Extension  
Date: \_\_\_\_\_

Approved:  
  
**OTHELLO B. CAPUNO, PH.D.**  
Vice President for Research and Extension  
Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: ELMERA Y. BANOC Position: SCIENCE 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	5	4	3	2	1



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

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

  
**OTHELLO B. CAPUNO**  
 Director, VICARP

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELMERA Y. BAÑOC

Signature: 

Performance Rating: Outstanding

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: July 1, 2020

Target Date: December 31, 2020

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, 2021

Target Date: June 30, 2021

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:

  
**OTHELLO B. CAPUNO**  
Unit head

Conforme:

  
**ELMERA Y. BANOC**  
Name of Ratee Faculty/Staff