



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

**Annex P**

Name of Administrative Staff: Alkuino, Pedro O.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
<b>TOTAL NUMERICAL RATING</b>			<b>4.51</b>

TOTAL NUMERICAL RATING: 4.51

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.51

FINAL NUMERICAL RATING 4.51

ADJECTIVAL RATING: **Very Satisfactory**

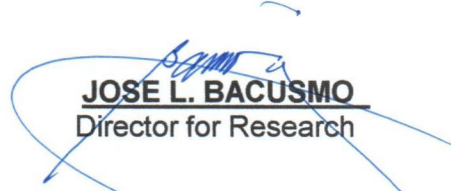
Prepared by:

  
**MARIA ELSA M. UMPAD**  
AO II


Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

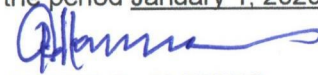
Approved:

  
**OTHELLO B. CAPUNO**  
VP for Res., Ext., & Innovation

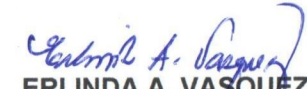
**"Exhibit B"**

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

I, **PEDRO O. ALKUINO**, of 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 January 1, 2020 to June 30, 2020.

  
**PEDRO O. ALKUINO**  
Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
Head of Unit

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>Administrative Services / Utility Services</b>	No. of gates and doors opened and closed	To open and close entrance /exit gates and doors	4 doors	6	4	5	5	4.67	
	No. of hours consumed in monitoring / checking of unlocked office doors, open lights and other office equipment	To check for unlocked doors, open lights and other office equipment prior to closing the doors and the gates	30 hours	40	4	5	5	4.67	
	No. of comfort rooms cleaned and maintained	To clean and maintain comfort rooms of the Center	6 CRs	6	4	5	5	4.67	
	No. of offices cleaned	To clean Center's offices	Whole Center's admin plus ESED Div and the training hall	Whole Center's admin plus ESED Div and the training hall; cleaned very satisfactorily	4	5	5	4.67	

	No. of glass window panels cleaned	To clean the glass window panels	140	160	4	5	5	4.67	
	No. of hours consumed in the maintenance of PhilRootcrops and the processing area (sweeping of dried leaves / dirt and landscape maintenance)	To sweep / clean / maintain the PhilRootcrops quadrangle and at the processing area	200	300	4	5	5	4.67	
	No. of hours consumed in the preparation of the training hall for any activities of the Center and the University	To prepare the training hall for any activity (cleaning, mopping, sweeping, putting up of ornamental plants, dusting of tables, etc.)	20 hours	20	4	5	5	4.67	
	No. of hours consumed in garbage disposal	To dispose garbage from the garbage bin to the compost pit	10 hours	15	4	5	4	4.83	✓
	No. of utensils washed after meetings, parties and other activities	To wash utensils used after every activities	100 sets	120	4	4	5	4.33	
<b>Other duties</b>	Number of DTRs prepared	To prepare monthly DTR	6	6	4	4	4	4	
<b>Total Over-all Rating</b>									4.53

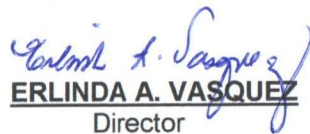
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		
ADJECTIVAL RATING		

To attend trainings on frontline services and personality development

To look after his health

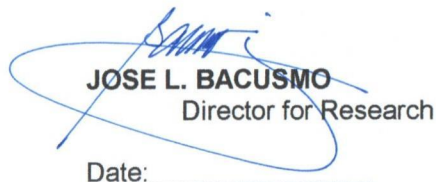
To check the whereabouts of his MRs in the office

Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

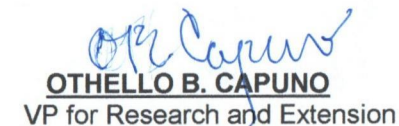
Date: \_\_\_\_\_

Recommending Approval

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Research and Extension

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: Alkuino, Pedro O.

Position: Administrative Aide 1

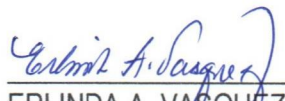
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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					
<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	4.45				

Overall recommendation : Very Satisfactory

  
 ERLINDA A. VASQUEZ  
 Head of Office



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

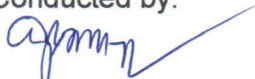
Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **Pedro O. Alkuno**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  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 cleaning of staff rooms, comfort room and surroundings	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 e.g . dirty and smelly comfort rooms to clean and comfortable CRs /clean and well landscaped soroundings
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Admin Div to attend learning and development trainings offered by the Univ  Advising the staff to strictly follow the COVID-19 health protocols • <i>As often as necessary</i>	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

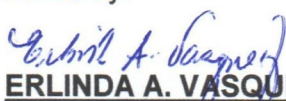
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



**MARIA ELSA M. UMPAD**  
Immediate Supervisor

Noted by:



**ERLINDA A. VASQUEZ**  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PEDRO O. ALKUINO**Performance Rating: Very Satisfactory

Aim: Clean comfort rooms and other assigned areas

Proposed Interventions to Improve Performance:

Date: Jan 1, 2020Target Date: June 30, 2020

First Step:

- Meeting and coaching of staff to come up with procedures on how to clean the comfort rooms properly and other assigned areas; periodic check-up of the assigned areas
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

Clean CRs and other assigned areasAwareness of COVID-19Date: July 1, 2020Target Date: Dec 31, 2020

Next Step:

Periodic monitoring using the weekly monitoring chart; surprise monitoring to verify the accomplishment

Outcome: Clean and surroundings and CRs

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:

*Erinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director

Conforme:

*Pedro O. Alkuino*  
 Name of Ratee/Faculty/Staff