



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Bagarinao, Junvic B.**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|-----------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| Numerical Rating per IPCR | 4.78 | 70% | 3.35 |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.72 | 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.77 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

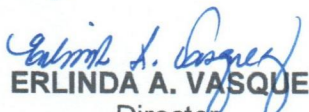
FINAL NUMERICAL RATING: **4.77**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARIA ELSA M. UMPAD
AO II

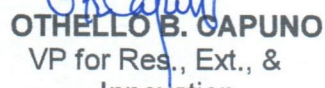
Reviewed by:


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, **JUNVIC B. BAGARINAO**, 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 July 1, 2020 to December 31, 2020.

JUNVIC B. BAGARINAO
Ratee

Approved:


Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|--------------------------------------------------------------------------------------------------------------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Administrative Services / Utility Services | No. of office documents checked and processed | To process office documents to appropriate offices | 500 | 1,381 | 5 | 5 | 5 | 5 | Vouchers, payrolls, appointments, PRs, honoraria, DTRS, leave application, trip tickets, communication, etc. |
| | No. of office personnel facilitated with different requirements for new and renewal of contracts | To checked the attachments of new and renewal of appointments; and facilitated the personnel in the filling-up of necessary documents | 50 | 89 | 5 | 5 | 5 | 5 | |
| | No. of documents filed | To file office documents (DTR, TOs, payroll) | 500 | 750 | 5 | 5 | 5 | 5 | |
| | No. of gates and doors opened and closed | To open and close the entrance / exit gates and doors | 6 | 6 | 4 | 4 | 4 | 4 | |
| | No. of hours consumed in monitoring unlock | To check for unlocked doors, open lights and other office equipment | 20 | 20 | 4 | 5 | 5 | 4.67 | |

| | | | | | | | | | |
|------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------|-----|-----|---|---|---|------|--|
| | office doors, open lights and other office equipment | prior to the closing of the entrance and exit doors | | | | | | | |
| | No. of hours consumed in inspecting the cleanliness of the comfort rooms | To check and monitor the cleanliness of the male CRs in the complex | 30 | 30 | 4 | 5 | 5 | 4.67 | |
| | No. of hours consumed in cleaning the administrative offices | To clean the offices of the Administration building | 120 | 140 | 5 | 5 | 5 | 5 | |
| | No. of hours consumed in garbage disposal | To dispose garbage bin to the compost pit | 5 | 6 | 5 | 5 | 5 | 5 | |
| Other duties | Number of DTRs prepared | To prepare monthly DTR | 6 | 6 | 4 | 5 | 5 | 4.67 | |
| Total Over-all Rating | | | | | | | | | |

| | | |
|-----------------------------------------------------|--|-------------|
| Average Rating (Total Over-all rating divided by 4) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| NUMERICAL RATING | | 4.78 |
| ADJECTIVAL RATING | | Outstanding |

Evaluated and Rated by:


ERLINDA A. VASQUEZ
 Director

Date: _____

Recommending Approval


JOSE L. BACUSMO
 Director for Research

Date: _____

Comments & Recommendations for Development Purpose:

To attend capability build-up trainings regarding filing of documents

To attend trainings on the improvement of frontline services and personality development

Approved by:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Junvic B. Bagarinao

Position: Administrative Aide I

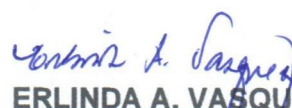
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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. 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 | 4.72 | | | | |

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

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

Name of Personnel: **Junvic B. Bagarinao**

| Activity Monitoring | MECHANISM | | | | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring 3rd Quarter 4th Quarter 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, documents processing | Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel | | | Negative feedback from concerned personnel were addressed e.g . timely document processing; tracer for documents processed outside of PhilRootcrops |
| Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University Advising the staff to strictly follow the COVID-19 health protocols <ul style="list-style-type: none">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 |

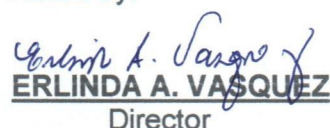
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNVIC B. BAGARINAO**Performance Rating: Outstanding

Aim: To check documents prior to processing and timely processing of these documents

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: December 31, 2020

First Step:

- Meeting and coaching of staff to come up with procedures on how to check documents prior to processing to the different offices.
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

- Documents properly checked and timely processed

Date: Jan 1, 2021Target Date: June 31, 2021


Next Step:

Periodic monitoring and checking of outputsOutcome: Timely processing of documents
Documents properly facilitated

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:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee / Faculty/Staff