### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Bathan, Narciso C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.45	70%	3.12
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.63	30%	1.09
	TOTAL NUN	IERICAL RATING	4.21

TOTA	AL NUMER	RICAL RAT	ING:	
Add.	Additiona	I Approved	Points	if any

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.21

4.21

**ADJECTIVAL RATING:** 

**Very Satisfactory** 

Prepared by:

MARIA ELSA M. UMPAD

Administrative Officer

Reviewed by:

Approved:

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NARCISO C. BATHAN of	PhilRootcrops	_ commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for th
period January 2018	to <u>July 31</u> , <u>2</u>	<u>2018                                    </u>

NARCISO C. BATHAN

Approved:

ERLINDA A. VASQUEZ
Head of Unit

			Target	rget Actual	Rating				Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned		Accomplish- ment	Q¹	E²	T³	A <sup>4</sup>		
Administrative Services	No. of Exhibits put-up	To put-up Center's exhibit	8	10	7	φ	φ	4.33		
	No. of backdrops prepared	To design and prepare backdrop for any Center's Activity	8	8	2	q	4	4.33		
	No. of posters prepared	To prepare posters for staff presentation	8	11	4	4	4	433		
·	No. of T-shirt designs prepared	To prepare T-shits designs for any Center activity	3	3	Q	4	4	Ý		
	No. of signages / tarpaulins lay-outed and printed	To prepare signages / tarpaulins	8	9	V	4	ų	4.33		
	No. of experimental labels	To prepare experimental labels	500	1,000	0	S	S	4		
	No. of cover design for reports	To prepare cover design for reports	3	4	S	ψ	φ	4.33		
	No. of oil paintings prepared	No. of oil paintings prepared	5	10	4	S	3	4	For gifts and tokens for selected PhilRootcrops visitors / University personnel, for office use	
Total Over-all Rating									4. 45	

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

Comments & **Recommendations for Development Purpose:** 

To minimize filing of leave

Evaluated	and	Rated	by:

Director

Date:

Recommending Approval:

JOSE L. BACUSMO Director for Research

Date:

Approved by:

Vice President for Research and Extension

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

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 0018

Name of Staff: Narciso C. Bathan Position: Adm. aide III

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

Α.	Commitment (both for subordinates and supervisors)		5	Scale	 Э	
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	0	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	. (	$\phi_0$	O		
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
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	5	4	3	2	1
		L	بـــــــــــــــــــــــــــــــــــــ	·	L	<del></del>

	Average Score			3.63	)	
	Total Score		manage temporari	***	·~~	
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
	office/department aligned to that of the overall plans of the university.					

Overall recommendation :	

Wirth A. Varquer

# **PERFORMANCE MONITORING & COACHING JOURNAL**

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

Name of Office:

**PhilRootcrops** 

Head of Office:

Dr. Erlinda A. Vasquez

Number of Personnel:

Narciso C. Bathan

Activity Monitoring	Meet		Memo	Others (Pls.	Remarks
	One-on-One	Group	MEILIO	specify)	
Monitoring  1st Quarter 2nd 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 tarp / backdrop preparation	Meeting with staff under the Administrative Division  Meeting with persons concerned especially with personnel raising the negative feedback			Negative feedback from concerned personnel were addressed Office procedures were properly followed
Canabina	Calling attention of staff re: attendance				
Coaching					
Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and	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
development activities such as trainings offered by the University					audresseu

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

Conducted by:

MARIA ELSA M. UMPAD Immediate Supervisor

Noted by:

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: NARCISO C. BATHAN

Performance Rating: Very Satisfactory

Aim: Prepare paintings for Center's use and for tokens, field / experimental area labels,

backdrop and other etc.

Proposed Interventions to Improve Performance:

Date:	<u>January 1, 2018</u>	Target Date:	June 30, 2018
First Step:			
Meeting and coaching of staff to plan out activities (paintings, experimental area labels to be made)			
Result:			
Ready paintings and other labels			
Date:	July 1, 2018	Target Date:	Dec 31, 2018
Next Step:			

Periodic monitoring of activities and accomplishment

Final Step/Recommendation:

Outcome:

To maintain performance and or exceed the current performance.

Paintings, labels backdrop and other materials prepared.

To attend capability build-up trainings that will enhance individual skills and competencies.

Prepared by:

RLINDA A. VASON Director

Name of Ratee Faculty/Staff