



### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Rosello, Mikko Zillah D.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.46	70%	3.12
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.44
	TOTAL NU	MERICAL RATING	4.56

TOTAL NUMERICAL RATING:

4.56

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

4.56

FINAL NUMERICAL RATING

4.56

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MIKKO ZILLA TO D. ROSELLO
Name of Staff

Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

EDGARDO E. TULIN

OIC-Vice President for Admin and Finance

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

I, MIKKO ZILLAH D. ROSELLO, of the Department of Horticulture commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December 2023.

MIKKO ZILLAF D. ROSELLO

Approved:

ROSARIO A. SALAS
Head of Unit

January 14, 2024

Jamany 4, 2024

		BC Comments of the Comments of			1.00		Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Documenting/ Facilitating	Facilitates graduate degree program	2	2	4	4	5	4.3	
	#	Encodes, prints, computes Faculty Teaching Evaluation	20	15	4	4	5	4.3	
	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	3	, <b>2</b> ,	5	4	5.	4.6	
	Updating and maintaining documents	Ensures that the BSA- Horticulture degree program is compliant to CHED CMO	1	1	4	4	4	4	
Other tasks in support to research services	Monitoring	Updates and maintains documents re Center of Excellence (CAFS)	6	7	5	4	5	4.6	
Other functions in support to instruction	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	1	1	5	5	5	5	
									11.
								47	
				I North American					1

Average Rating (Total Overall rating divided by 4)  Additional Points:  Punctuality  Approved Additional points (with copy of approval)  FINAL RATING  ADJECTIVAL RATING  Approved Additional points (with copy of approval)				1			26.8
Development Purpose:  additional Points:  Development Purpose:  altered fruiting ulated fruiting ulated and Rated by  Recommending Approval:  ROSARIO A. SALAS  Head, DOH  Development Purpose:  altered fruiting ulated fruit	al Over-all ing						
Development Purpose:  additional Points:  Development Purpose:  altered fruiting ulated fruiting ulated and Rated by  Recommending Approval:  ROSARIO A. SALAS  Head, DOH  Development Purpose:  altered fruiting ulated fruit							
Additional Points:  Dunctuality  Approved Additional points (with copy of approval)  FINAL RATING  ADJECTIVAL RATING  ADJECTIVAL RATING  Approved:  Approved:  Approved:  Approved:  Approved:  Approved:  Approved:  Approved:  Approved:  FINAL RATING  Approved:  Approved:  Approved:  FINAL RATING  Approved:  FINAL RA	Average Rating (Total Overall ratin	ng divided by 4)		4.46	Des	colonment Durn	ose.
ADJECTIVAL RATING  ADJECTIVAL RATING  ADJECTIVAL RATING  Recommending Approval:  Approved:  FINAL RATING  Approved:  Approved:  FINAL RATING  Approved:  FINAL RATING  Outstanding  Approved:  FINAL RATING  OUTSTANDING  FINAL RATING  Approved:  FINAL RATING  Approv	Additional Points:				Dev	A Louis	w. · · · · lot
Recommending Approval:  Recommending Approval:  Approved:  FINAL RATING  ADJECTIVAL RATING  Recommending Approval:  Approved:  FINAL RATING  Approved:  FINAL RATING  Outstanding  Approved:  FINAL RATING  OUTSTANDING  FINAL RATING  FINAL RATING  OUTSTANDING  FINAL RATING  OUTSTANDING  FINAL RATING  OUTSTANDING  FINAL RATING  OUTSTANDING  FINAL RATING  FINAL RATING  FINAL RATING  OUTSTANDING  FINAL RATING  FINAL RATING  OUTSTANDING  FINAL RATING  FINAL RA					a	elled from	mings man
ADJECTIVAL RATING  Outstanding  Recommending Approval:  Approved:  VICTOR B. ASIO Dean, CAFS  Dean, CAFS  Date:  Date:  Date:  Date:  Date:  Distance  Approved:  App	Approved Additional points (with	copy of approval)			7	5 words	
Recommending Approval:  ROSARIO A. SALAS Head, DOH  Approved:  VICTOR B. ASIO Dean, CAFS  Date:  Date:  Date:  Date:  Date:  Date:  Description:  Approved:  Light W  Date:  Date	INAL RATING			4.46			
ROSARIO A. SALAS Head, DOH  VICTOR B. ASIO Dean, CAFS  Dean, CAFS  Date:	ADJECTIVAL RATING			Outstanding			
	Head, DOH		VICTOR B. ASIO Dean, CAFS	OIC	EDGARDO I	E. TULIN It for Admin and Fi	nance





# DEPARTMENT OF HORTICULTURE

Visca, Baybay City, Leyte, PHILIPPINES Email: horticulture@vsu.edu.ph Website: www.vsu.edu.ph

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July- December 2023</u> Name of Staff: Mikko Zillah D. Rosello

Position: Admin 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	e 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. C	Commitment (both for subordinates and supervisors)		5	Scale	9	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	25	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) (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		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		5	3		

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.		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		24							
Average Score				2						

Overall recommendation				
Overall recommendation				

ROSARIO A. SALAS
Head, Department of Horticulture

## **EMPLOYEE DEVELOPMENT PLAN**

	nployee: MIKKO ZILLAF e Rating: <u>Outstanding</u>	ROSELLO	
Aim: <u>To</u>	sustain the Outstanding r	ating	
Proposed Ir	nterventions to Improve P	erformance:	
Date: July	2023	Target Date:	December 2023
	and participate in training		
self-improve	ement so as to be more o	competent as sup	port staff of the Dept. of
Horticulture	),		
Result: Atte	ended trainings and semir	nars.	
Date: Janu	ary 2024	Target Date	: <u>June 2024</u>
Next Step:	Attend Trainings and S		
	To Finish my Master's	Degree	
Outcome:_			
Final Step/	Recommendation:		
	Р	repared by:	ROSARIO A. SALAS Unit Head

Conforme:

MIKKO ZILL AH ROSELLO
Name of Ratee Faculty/Staff