

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARSENIA M. POSAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.76


TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.76


ADJECTIVAL RATING: Outstanding

Prepared by:

ARSENIA M. POSAS
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

OTHELLO B. CAPUNO
Dean/Director

Approved:

OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arsenia M. Posas, of the VICARP, VSU 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 to June, 2018.

ARSENIA M. POSAS

Ratee

OTHELLO B. CAPUNO

Head of Unit


Date: _____

	MFO Description	Success/Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MFO	1. Administrative and Facilitative Services									
	P1. 1. Number of documents prepared and submitted on time	Prepares vouchers, RIS, PJR, Travel Order, Trip Tickers, Cash advances, Liquidation report, Itinerary of travel, Reimbursement, Fund transfer, Letter request, Purchase Order, Payrolls, Canvass paper, Abstract of Quotation, Waste Material Report, OBRS, BURS, OIC ship, Certification, Application for leave, Inspection Report, Incentive of Support staff, Honoraria of RRDCC Chairman, Consortium Director, Coordinators , Appointments of contractual/casual/job order/MOOE staff	Vouchers, 50 ,RIS 5, PR10, Travel Order 10 Trip tickets 15, Cash advances 4, Liquidations 5, Itinerary of travel 4, Reimbursements/payments 25,Fund Transfer 3, Letter Request 5, Purchase Order 5, DTR 4,Canvass paper 3, Abstract of Quotation 3 , OICship 6, Certification 6 , Waste material report 2 , BUR 10, Application for leave 8, Inspection report 6, Incentive of support staff 15, Honoraria of RRDCC chairman, Cons. Dir. , Coords & members, 8,Appointment of Contractual/Casual/JO/MOOE staff, etc.	Vouchers 11, RIS 8, PR 16, Travel order 15, Trip tickets 26 Cash advances 7, Liquidations 6, Itinerary of travel 7 Reimbursements / payments 60, Fund transfer 5, Letter Request 7, Purchase order 8, DTR 6, Canvass paper 5, Abstract of Quotation 5, OICship 8, Certification 8, Waste Material Report 4, BUR 15, Application for leave 11, Inspection report 8, Incentive of support staff 25, RRDCC chairman 2, Cons. Dir. 2, Coordinators 8, members, proj. leader, Appt. of cont./cas/ JO/MOO staff, etc. 2	5	5	5	5		


	<p>P1 2. Number of documents recorded & facilitated for processing</p> <p>P1 3. Number of incoming & outgoing comm./doc. recorded/consolidated/bound/Files</p> <p>P1 5. Number of official communication encodes and print</p> <p>P1 6. Number of documents photocopy</p>	<p>Recorded & facilitated documents for processing</p> <p>Record incoming & outgoing communication/documents and consolidate/bound and file</p> <p>Encodes and print official communication</p>	<p>150 documents recorded & facilitated for processing</p> <p>15 incoming & outgoing comm./doc. recorded</p> <p>1 consolidated/bound documents/files</p> <p>Encodes and print official comm. (2)</p> <p>Photocopy documents</p>	<p>280 doc. recorded & facilitated for processing</p> <p>28 incoming & outgoing communication recorded</p> <p>2 consolidated/bound doc./files</p> <p>Encoded and printed official communications (3)</p> <p>documents photocopied within specified time</p>	5	5	4	4.66	
MFO 2. Research Services									
	P1 1. Number of meetings & workshop organized and reproduce	Facilitation/preparation of meetings/workshop/serving of meals/snacks	<p>Assist in facilitation / preparation of meetings & workshop organized and reproduction of minutes of meetings</p> <p>Assists in facilitated during the meeting proper</p> <p>Facilitation of food and accommodation / meals/ snacks of visitors during meeting/workshop (90%)</p>	<p>Assisted meetings organized and facilitated</p> <p>Follow-up confirmation of participants</p> <p>Assist/facilitate in accommodation and serving of meals/snacks of visitors during meeting (95%)</p>	5	5	5	5	
	P 1. 2. Number of VICARP members, technical experts, farmers leaders and support staff	Prepare/facilitate honorarium of VICARP members, technical experts, farmers leaders and support staff during training and workshop	Prepare/assist/facilitate during trainings/ workshop	<p>53 Members</p> <p>RRDCC (27), RTWG (21), RDCC (1), TTCC (1), KM-RACO (1), KM-RMIS (1), RGAD (1)</p>	5	4	5	4.66	

	P1 3. Number of RDE reports packaged and produced/ IEC materials distributed/ coordinate/supervised RDE scientific and related for review		No. of RDE reports packaged and reproduced No. of IEC materials distributed No. of coordinated/ supervised RDE scientific and related for reviews	Assisted in reproduction of IEC materials & distribution (200) Assisted RDE Scientific Reviews	5	4	5	4.66	
	P1.4. Number of extension training/ seminar/workshop/facilitated	Secretariat	Secretariat	Assisted/facilitated reproduction of materials	5	5	4	4.66	
MFO 5. Frontline Services									
	P1 1.Efficient and customer-friendly Frontline service	Zero percent complaint from clients served	Officers of the day	Officers of the day	5	5	5	5	
Total Over-all Rating								4.80	
Average Rating									
Adjectival Rating									


Evaluated and Rated by:


OTHELLO B. CAPUNO
Director, VICARP

Recommending Approval:


OTHELLO B. CAPUNO
Vice Pres. for R&E

Approved:


OTHELLO B. CAPUNO
VP, R&E

Comments & Recommendation:
1. Very prompt in reporting to VICARP.
2. Serve with a smile for improved service
OFC

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018

Name of Staff: Arsenia M. Posas

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

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. 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		4.67				

Overall recommendation : _____


OTHELLO B. CAPUNO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arsenia M. Posas
Performance Rating: Outstanding

Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

1. Regular consultation to ensure that office targets and goals are meet.

Result:

1. Problems and issues are immediately addressed.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

1. Provide directions at the same time provide opportunity for the employee to suggest ideas and new initiatives.

Outcome: Employee is empowered in achieving the office targets and activities effeciently and effectively.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

ARSENIA M. POSAS
Name of Ratee Faculty/Staff