

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: REYNA MAE C. CAINTIC

1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: 0


Prepared by:


REYNA MAE C. CINTIC
Name of Staff

Reviewed by:


ROSARIO A. SALAS
Department/Office Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

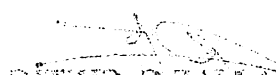
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: REYNALDO MAR C. CADALLO

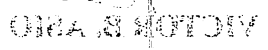
I		Numerical Rating (1)	Percentage Weight (2)	Individual Numerical Rating (2x1)
1.	Numerical Rating per Item	4.70	70%	3.29
2.	Superior's assessment of his contribution to the attainment of office responsibilities	4.83	30%	1.45
TOTAL NUMERICAL RATING				4.74

TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING: 4.74
ADJECTIVAL RATING: 0

Prepared by: _____
Reviewed by: _____

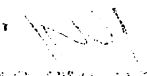

REYNALDO MAR C. CADALLO
Name of Staff

Recommending Approval: _____


VICTOR B. ARINO

Deputy Director

Approved: _____


RENETO S. BELONIAS

Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REYNA MAE CC. CAINTIC**, of the Department of Horticulture 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 to December, 2018.


REYNA MAE C. CAINTIC
Ratee

Approved:


ROSARIO A. SALAS
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	No. of research projects maintained/prepared	Lead in land and seedling preparation, planning, staking, planting, harvesting of produce. Care and maintenance	2	2	4	4	5	4.33	
	No. of data gathered	Data gathered, recorded, analyzed and tabulated	10	10	4	5	5	4.67	
	No. of reports made submitted	Submitted reports	3	3	4	5	4	4.33	
	No. of laborers managed/supervised in the nursery	Supervised laborers	1	2	4	4	5	4.33	
Other tasks in support to research services	No. of reports made for STF Project Locally Grown Vegetable Seeds	Submitted reports	6	6	5	5	5	5	
Other functions in support to instruction	No of student activities assisted	Hold class when concerned instructor is on travel	1	1	5	4	4	4.33	
		Proctor in examinations	2						
	No. of laboratories maintained	Maintained the tissue culture laboratories	1	1	4	5	4	4.33	
	No. of communities served as member	Member of working committees fir VSU Anniversary	0						


Total Over-all Rating								4.47	

Average Rating (Total Over-all rating divided by 4)	4.47	3.13
Additional Points:		
Punctuality	4	1.2
Approved Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		VS

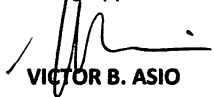
Comments & Recommendations
for Development Purpose:

Keep up the good work


Evaluated and Rated by


ROSARIO A. SALAS
Head, DOH
Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President Instruction
Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: REYNA MAE C. CAINTIC Position: Science Research Asst.

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)					
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. Make self-available to clients beyond official time	5	4	3	2	1
3. Submit 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		58			

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Name of Staff: REV. JAMES C. CAHILL
Location: 07-09-01
Date of Birth: 06-08-1932

the following information is being provided to you for your information:

The following information is being provided to you for your information:

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Sl. No.	Particulars	Amount	Total
1.	Salaries and Wages	10000	10000
2.	Gratuity	5000	5000
3.	Provident Fund	2000	2000
4.	Medical Insurance	1000	1000
5.	Income Tax	1500	1500
6.	Professional Fees	3000	3000
7.	Office Expenses	2500	2500
8.	Travel Expenses	1800	1800
9.	Depreciation	1200	1200
10.	Interest on Loans	800	800
11.	Dividend Income	1000	1000
12.	Gift Tax	500	500
13.	Capital Gains Tax	1000	1000
14.	House Rent Allowance	1500	1500
15.	Dearness Allowance	2000	2000
16.	Compensatory Allowance	1000	1000
17.	Special Allowance	500	500
18.	Retirement Benefits	10000	10000
19.	Unclaimed Dividend	500	500
20.	Unclaimed Interest	500	500
21.	Unclaimed Capital Gains	500	500
22.	Unclaimed House Rent Allowance	500	500
23.	Unclaimed Dearness Allowance	500	500
24.	Unclaimed Compensatory Allowance	500	500
25.	Unclaimed Special Allowance	500	500
26.	Unclaimed Retirement Benefits	500	500
27.	Unclaimed Unclaimed Dividend	500	500
28.	Unclaimed Unclaimed Interest	500	500
29.	Unclaimed Unclaimed Capital Gains	500	500
30.	Unclaimed Unclaimed House Rent Allowance	500	500
31.	Unclaimed Unclaimed Dearness Allowance	500	500
32.	Unclaimed Unclaimed Compensatory Allowance	500	500
33.	Unclaimed Unclaimed Special Allowance	500	500
34.	Unclaimed Unclaimed Retirement Benefits	500	500
35.	Unclaimed Unclaimed Unclaimed Dividend	500	500
36.	Unclaimed Unclaimed Unclaimed Interest	500	500
37.	Unclaimed Unclaimed Unclaimed Capital Gains	500	500
38.	Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
39.	Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
40.	Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
41.	Unclaimed Unclaimed Unclaimed Special Allowance	500	500
42.	Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500
43.	Unclaimed Unclaimed Unclaimed Unclaimed Dividend	500	500
44.	Unclaimed Unclaimed Unclaimed Unclaimed Interest	500	500
45.	Unclaimed Unclaimed Unclaimed Unclaimed Capital Gains	500	500
46.	Unclaimed Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
47.	Unclaimed Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
48.	Unclaimed Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
49.	Unclaimed Unclaimed Unclaimed Unclaimed Special Allowance	500	500
50.	Unclaimed Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500
51.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dividend	500	500
52.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Interest	500	500
53.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Capital Gains	500	500
54.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
55.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
56.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
57.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Special Allowance	500	500
58.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500
59.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dividend	500	500
60.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Interest	500	500
61.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Capital Gains	500	500
62.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
63.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
64.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
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66.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500
67.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dividend	500	500
68.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Interest	500	500
69.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Capital Gains	500	500
70.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
71.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
72.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
73.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Special Allowance	500	500
74.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500
75.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dividend	500	500
76.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Interest	500	500
77.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Capital Gains	500	500
78.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed House Rent Allowance	500	500
79.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Dearness Allowance	500	500
80.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Compensatory Allowance	500	500
81.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Special Allowance	500	500
82.	Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Unclaimed Retirement Benefits	500	500

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrate 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		4.82				

Overall recommendation _____


ROSARIO A. SALAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REYNA MAE C. CAINTIC

Performance Rating: OUTSTANDING

Aim: To sustain the OUTSTANDIN rating

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: To continue to attend and participate in trainings, seminars/conferences and scientific forum. To be able to help improve the DOH Vegetable Crops Project.

Result: Had attended seminars/conferences. Had collected high valued ornamental plants but are not enough for the plan advancement of the ornamental crops project.

Date: January, 2019

Target Date: June 2019

Next Step:


Outcome:

Final Step/Recommendation: To finish my PhD degree.

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


REYNA MAE C. CAINTIC
Name of Ratee Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REYNA MAE C. CANTIC

Performance Rating: OUTSTANDING

Aim: To sustain the OUTSTANDING rating

Proposed interventions to improve performance:

Date: July 2018

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First Step: To continue to attend and participate in trainings, seminars/conferences and scientific forum. To be able to help improve the DOH Vegetable Crops Project.

Result: Had attended seminars/conferences. Had collected high valued ornamental plants but are not enough for the plan advancement of the ornamental crops project.

Target Date: June 2019

Date: January 2019

Next Step:

Outcome:

Final Step/Recommendation: To finish my PhD degree.

Prepared by:

ROSARIO A. SALAS
Unit Head

Conformed:

REYNA MAE C. CANTIC
Name of Ratee Faculty/Staff