



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: REYNA MAE C. CAINTIC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by: _____

REYNA MAE C. CAINTIC
Name of Staff

Reviewed by: _____

ROSARIO A. SALAS
Department/Office Head

Recommending Approval: _____

VICTOR B. ASIO
Dean/Director

Approved: _____

BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REYNA MAE C. CAINTIC**, of the Department of Horticulture commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July to December, 2020.

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	4.67	
	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	5	
	No. of laborers managed/supervised in the nursery	Supervised laborers	1	2	4	4	5	5	
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	5	
		Proctor in examinations	2						
	No. of laboratories maintained	Maintained the seed technology laboratory	1	1	5	5	4	4.67	
	No. of communities served as member	Member of working committees fir VSU Anniversary							


Total Over-all Rating								4.85	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		0

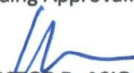
**Comments & Recommendations
for Development Purpose:**

*Should submit report
on time.*

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 2020

Name of Staff: Reyna Mae C. Caintic

Position: Science Research Assistant

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.

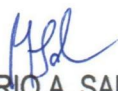
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

4.83

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						

Overall recommendation : _____


ROSARIO A. SALAS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REYNA MAE C. CAINTIC

Performance Rating: OUTSTANDING

Aim: Achieve good performance in instruction, research and production.

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: Upgrade instructional and scientific form. To be able to help improve the DOH vegetable project.

Result: Attended training, seminars and scientific forum.

Maintained and helped improve the vegetable project.

Date: July 2021 Target Date: December 2021


Next Step: Upgrade instructional and scientific form. To be able to help improve the DOH vegetable project.

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