

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

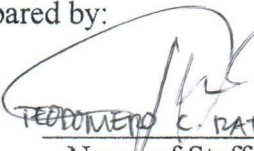
Name of Administrative Staff: _____


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	4.85	30%	1.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding


Prepared by: 
TEDOMERO C. PATILLA
Name of Staff

Reviewed by: 
ULYSSES A. CAGASAN
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director


Approved:


BEATRIZ S. BELONIAS
VP, Instruction


"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TEODOMERO C. RATILLA, of the DEPARTMENT OF AGRONOMY AND SOIL SCIENCE, 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 1, 2019 to June 30, 2019.


TEODOMERO C. RATILLA
Ratee

Approved:


BERTA C. RATILLA
Unit Head

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
Administrative Support Services	No. of rice varieties planted	Supervise, monitor farm operations related to instruction, research, extension and production activities	3	8	5	5	5	5.00	
	No. of corn varieties planted		2	3	3	5	5	4.33	
	No. of perennial crops planted and maintained		3	6	3	5	5	4.33	
	No. of legume crops planted		2	2	3	5	5	4.33	
	No. of production projects maintained		2	3	4	5	5	4.67	
	No. of croppings conducted		2	2	4	5	5	4.67	
	No. of annual crops planted and maintained		7	10	5	5	5	5.00	
	Quantity of rice seeds produced (kg)		750	1934.86	5	5	5	5.00	
	Quantity of corn seeds produced (kg)		60	293.20	5	5	5	5.00	
	Quantity of rice seeds released (kg)	Issue and release seeds to buyers/students	750	1557.68	5	5	5	5.00	
	Quantity of corn seeds released (kg)		20	370.37	5	5	5	5.00	
	No. of clients served		50	53	3	5	5	4.33	
	Income generated		25000	58819.00	5	5	5	5.00	
	No. of laboratory classes assisted	Issues needed farm supplies and materials	6	15	5	5	5	5.00	
	No. of student research assisted		5	12	5	5	5	5.00	
	No. of laborers supervised	Supervise laborers in the field	2	3	5	5	5	5.00	
	No. of project reports prepared and submitted	Prepare periodic project reports	3	6	5	5	5	5.00	
	No. of farm tools/implements requested and procured	Request farm tools/implements/ supplies and materials	4	10	5	5	5	5.00	
	No. of farm supplies (fertilizers, etc) procured		5	10	4	5	5	4.67	
	No. of other assigned tasks performed on time		2	2	4	5	5	4.67	
Total Over-all Rating								96.00	

tcratilla...

Average Rating		4.80
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for
Development Purpose:
*Continue to attend trainings
and register as TESDA assessor
for Agricultural crop production*


Evaluated & Rated by:


BERTA C. RATILLA
Head, Dept of Agronomy

Date: _____


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

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Date: _____

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____

Name of Staff: _____ Position: _____


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		60				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	NA				
Average Score	5.0				

Overall recommendation : _____


ULYSSES A. CAGASAN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: TEODOMERO C. RATILLA
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 28, 2019

Target Date: December 2019

First Step:

To attend trainings and seminar to improve skills and be able to assess TESDA-
related courses

Result:

Attended and satisfactorily passed the TM training in TESDA

Date: January 2020

Target Date: December 2020

Next Step:

To register as one of TESDA assessor in Agricultural Crops Production


Outcome: Certified Assessor of TESDA for Agricultural Crops Production

Final Step/Recommendation:

Prepared by:

ULYSSES A. CAGASAN
Unit Head

Conforme:


TEODOMERO C. RATILLA
Name of Ratee Faculty/Staff