



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Managbanag, Ral-jie S.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.50	70%	3.15
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
Total Numerical Rating			4.54

TOTAL NUMERICAL RATING: **4.54**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING **4.54**

ADJECTIVAL RATING: **Very Satisfactory**

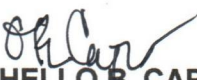
Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ral-jie S. Managbanag**, Science Research Assistant of PhilRootcrops 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.

~~Ral-jie S. Managbanag~~

Ratee

Approved:

Erlinda A. Vasquez

Head of Unit

[illegible]

	Assist in the implementation of engineering researches, preparation of proposals and in the development of machines and equipment of the Engineering Division	# of engineering researches assisted	1	1	4	4	4	4
		# of engineering research proposals prepared/assisted	1	1				
		# of machines & equipment assisted in their development	7	7				
	Assist in the documentation of developed machines and equipment, their distribution and field monitoring	# of developed machines & equipment documented/monitored	7	7	5	4	4	4.33
		# of monitoring trips conducted	3	4				
		# of monitoring trips documented	3	4				
	Perform other duties that may be assigned.							
	Maintenance of audio-visual equipment & accessories	# of testing/check-up and inventory conducted	12	15	5	4	4	4.67
	Facilitation of requests by other PhilRootrops/VSU staff							
	Scanned Documents/Photos	# of pages scanned	40	45	5	4	5	4.67
	E-mailed Documents	# of documents sent thru e-mail	20	20	4	4	4	4
	Photo/Video Documentation Conducted (other events)	# of photo/video documentation conducted	6	7	4	5	5	4.67

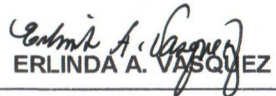
	IEC Materials Printed	# of copies printed	200	300	5	5	5	5	
	Facilitated Conduct of								
	Faculty Evaluation	# of Classes Evaluated	15	17	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for
Development Purposes:

To finish MS studies
To attend capability
build-up trainings

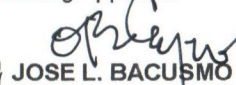
Evaluated & Rated by:


ERLINDA A. VASQUEZ

Department/Unit Head

Date: _____

Recommending Approval:


JOSE L. BACUSMO

Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO

VP, Research & Extension

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 – June 30, 2019

Name of Staff: Raljie S. Managbanag

Position: Sci. Res 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
Total Score	4.64				
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	4.66				

Overall recommendation : Outstanding

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Director

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2 nd	
	3 rd	
	4th	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Ral-jie S. Managbanag

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>1st Quarter</u> <u>2nd Quarter</u> a. Monitoring of the assigned office activities (monthly)	One-on-one discussion with the concerned staff re: progress of assigned project and task Checking the accomplishments of the assigned tasks e.g. reports, proposals, layouts	Meeting of staff under the ESED			Office procedures were properly followed Reports, Maps generated and processing building layout submitted on time
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Outlining different ESED activities Encouraging the staff to attend related learning and development activities such as trainings, seminars and conference offered by the University and other institutions	One-on-one coaching	Group coaching through meetings and even in group discussions Brainstorming activities			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARLON M. TAMBIS
Immediate Supervisor

Noted by:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ral-jie S. Managbanag
Performance Rating: Very Satisfactory

Aim: More Expose to Agricultural Engineering Works/Applications

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step: Get involve and be part in project that requires Agricultural Engineering Knowledge and expertise. Attend refresher/Advance course that can aid in Agricultural Engineering Design and Application.

Result: Acquires Additional knowledge and hands-on on Agricultural Engineering works.

Date: July 2019 Target Date: December 2019

Next Step: Constant practice and hands-on. Attendance to other related trainings.

Outcome: More or less well capacitated on Agricultural Engineering Works.

Final Step/Recommendation:
Assist and facilitate development of Agricultural Engineering project (crop processing).

Prepared by:

Erlinda A. Vasquez
Unit Head

Conforme:

Ral-jie S. Managbanag
Name of Ratee Faculty/Staff