



## Annex P

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

ADJECTIVAL RATING: \_\_\_\_\_

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
Department/Office Head

OTHELLO B. CAPUNO  
Vice President

**“Exhibit B”**

**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 July to December, 2019\_.

*mp*  
**ARSENIA M. POSAS**  
Ratee

Approved: *on Capuno*  
**OTHELLO B. CAPUNO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Research Administration Services</b>	100% of documents prepared and submitted on time	Prepares vouchers, RIS,PJR, travel order, trip tickets, cash advances, liquidations report, itinerary of travel, reimbursement, fund transfer, letter request, purchase order, payrolls, canvass paper, Abstract of Quotation , Waste material report, BURS, ORS, OICship, Certification, Application for leave, Inspection Report, Incentive of support staff, honoraria of RRDCC chairman, Consortium Director, Coordinators and members, appointments of contractual/ casual/ job order /MOOE staff	Prepared vouchers, 40 , RIS 5, PR 10, travel order 10, trip tickets 15, cash advance 4, liquidation 5, itinerary of travel 4, reimbursement/payment 25, fund transfer 3, letter request 5 purchase order 5, DTR 4, canvass paper 3, abstract of quotation 3, OIC ship 6, certification 6, waste material report2, BUR 10, application for leave 8, inspection report 6, incentive of support staff 15, honorarium of RRDCC chairman, Cons.Dir., Coordinators, Members 8, appointments of Contractual/casual/JO staff, etc.	Voucher 71, RIS 8, PR 16, Travel order 15, Trip tickets 26, cash advances 7, liquidations 6, Itinerary 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 contractual/casual/JO/MOOE staff etc. 3	5	5	5	5.00	





<b>Extension services</b>	Number of extension training/seminar/workshop/facilitated	Secretariat	No. of training-seminar workshop/reviews and meetings attended and facilitated	Assisted/facilitated training seminar/workshop/reviews and meeting	5	5	5	5.00	
	Percentage of participation of committee member	Acted as committee members of the ff: events: VICARP-RRDEN RAC-RRDCC meeting, VSU Anniversary, RDE Symposium	95%	100%	5	4	5	4.66	
<b>Sub Total</b>								<b>4.83</b>	
<b>Frontline Services</b>	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	Officer of the day	Officers of the day	5	5	5	5.00	
<b>Sub Total</b>								<b>5.00</b>	
<b>Total Over-all Rating</b>									

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.91</b>
<b>Additional Points:</b>	00	
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.91</b>
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**


Good job!!! Keep it up!!!

Evaluated & Rated by:

  
OTHELLO B. CAPUNO  
Dept/Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
OTHELLO B. CAPUNO  
Dean/Director

Date: \_\_\_\_\_

Approved by:

  
OTHELLO B. CAPUNO  
Vice President

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2019

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		58				




B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.83				

Overall recommendation : Very focused on her work & highly dependable.  
Keeps it up

  
OTHELLO B. CAPUNO  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee ARSENIA M. POSAS

Signature: 

Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: December 31, 2019

First Step:

- 
1. To come up submission of documents on time
  2. Number of meeting & workshop organized & reproduce
  3. Number of extension training/seminars/workshop approved
- 

Results:

1. Systematic preparation achieved

Date: January 1, 2020 Target Date: June 30, 2020

Next Step:


1. Application of data base management system

Outcome:

1. Efficient office operation

Final Step/Recommendation:

Prepared by:

  
OTHELLO B. CAPUNO  
Unit Head

Conforme:

  
**ARSENIA M. POSAS**  
AAIII