## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

ELIZABETH C. PEQUE

	1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.86	70%	3.40
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.49
		TOTAL NUM	ERICAL RATING	4.89

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	<u>4.89</u>
FINAL NUMERICAL RATING	4.89
ADJECTIVAL RATING:	<u>o</u>
Prepared by:	Reviewed by:

ELIZABÉTH C. PEQUE Name of Staff

ROSARIO A. SALAS
Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ Ş. BELONIAS

Vice President

# COMPULATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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INDIVIDUAL PERFORM SE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH C. PEQUE, 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 January to June, 2018.

ELIZABETHIC. PERQUE

Approved:

Head of Unit

MFO & PAPs	Success Indicators	The let the desirement		Actual	<u></u>		Rating		Remarks
		Tas la Assigned	Target	Accomplishment	ď,	E	T	μ, /	***************************************
Administrative	No. of planting materials	Propagation of planting materials	350	4SO	4	15	5	4.67	·····
Support Services	produced							4.57	
	No. of planning materials	Maimained propagated plants	3000	4500	5	+	<del> </del>	15	·
	maintained in the nursery	in the nursery			_	-			
	No. of improvements made	Improvements made	6	7	4	5	s	4.67	
	in the nursery				·			1 4.07	
en e	No. of labor	Supervised laborers	3	5	s	<del>  5</del>	5	5	· ************************************
	managed/supervised in the nursery								
Other tasks in support to	No. of walt-in costumers	Attended to walk-in costumers	2000	2500	<u>.</u>	   s	s	rs,	······································
achninistrative services					-			ľ	N.
	No. of reports made	Submitted reports	12	12	4	4		4	
49ast during laboratory desses at	No. of laboratory classes	Assisted laboratory classes			·	ļ			······
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		nang papananan dan dari katan dari				***************************************			
Total Over-all									
Rating.									

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Average Rating (Total Over-all rating divided by 4)	4.72
Additional Points:	
Purctuality	5
Approved Additional points (with copyof approval)	
FINAL RATING	4.85
ADJECTIVAL RATING	0

4 - Average

3 - Timeliness

1 - Efficiency

1 - Quality

comments & Recommendations for Development Purpose:

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Evaluated and Rated by	Recommending Approval:	Approved:
ROSARIO A) SALAS Head, DOH Date:	VICTOR B. ASIO Dear, CAPS Date:	BEATRIZ/S. BELONIAS Vice President Instruction Date:

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2013

Name of Staff: ELIZABETH C. PEQUE Position: Agricultural Technician

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 re	quiren	nen	ts			
3	Satisfactory	The performance meets job requirements						
2	Fair	The performance needs some development to meet	The performance needs some development to meet job requirements					
1	Poor	The staff fails to meet job requirements	The staff fails to meet job requirements					
Α.	Commitment (both for su	bordinates and supervisors)					<del></del>	
1.	Demonstrates sensitivity	to client's needs and makes the latter's experience in the office fulfilling and rewarding			1	3	2	1
2.	Make self-available to clie	nts beyond official time			1	3	2	1
3	Submit urgent non-routin	ubmit urgent non-routine reports required by higher offices/agencies such as 75 4 3 2 1						

<u>A.</u>	Commitment (both for subordinates and supervisors)	<u> </u>				,
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in	[5]	4	3	2	1
	transacting business with the office fulfilling and rewarding	4				
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	(3)	4	3	2	1
	CHED, DBM, CSC, DOST, NEDA PASUC and similar regulatory agencies within					
	specified time by rendering overtime work even without overtime pay					
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs	(5)	4	3	2	1
	within the prescribed time	4				
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-	9	4	3	2	1
	employees who fail to perform all assigned tasks		_			
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going	5	4	3	2	1
	out on personal matters and logs out upon departure from work.					
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	(3)	4	3	2	1
	clients					
9.	Accepts additional tasks assigned by the head or by higher offices even if the	(3)	4	3	2	1
	assignment is not related to his position but critical towards the attainment of the					
	functions of the university					
10.	Maximizes office hours during lean periods by performing non-routine functions the	3	4	3	2	1
	outputs of which results as a best practice that further increase effectiveness of the	$\vee$				
	office or satisfaction of clientele					
11.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1
	improvement of his work accomplishment	Ų.				
12.	Willing to be trained and developed	(5)	4,-	3	2	1
	TOTAL SCORE		4	84	<b></b>	<b></b>

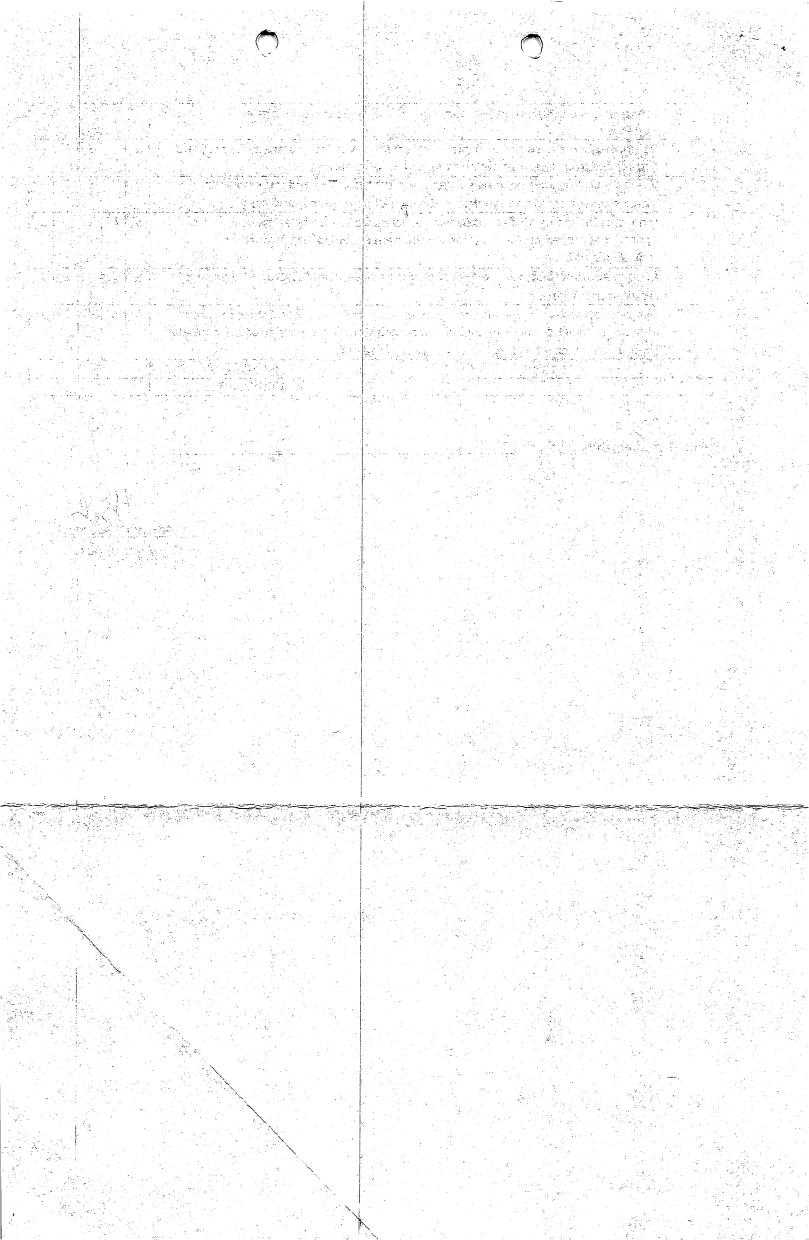
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В.	Leadership & Management (For supervisors only to be rated by higher			Scal	_	
	supervisor)	┵	,	7		
1.	Demonstrate mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	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	Z	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	$\top$				

Overall recommendation	

ROSARIO A. SALAS

Name of Head



#### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>FLIZABETH C. PEQUE</u> Performance Rating: <u>Outstanding</u>
Aim: Maintain the Outstanding rating
Proposed Interventions to Improve Performance:
Date: January 2018 Target Date: June 2018
First Step: <u>To be able to attend short course trainings, seminars/conferences</u> .  To be able to visit established plant nurseries.
Result Attended and visited nurseries and self-study in the use of computer for my reports.
Date:Iuly 2018 Target Date:December 2018  Next Step:
IVEXE Step.
Outcome:
Final Step/Recommendation:
Prepared by:  ROSARIO A. SALAS  Unit Head

Conforme:

Name of Ratee Faculty/Staff

### EMPLOYER DEVELOPMENT PLAN

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	Date: Kangar 2013 Teges Dete: J
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