



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARSENIA M. POSAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:
Arp
ARSENIA M. POSAS
Name of Staff

Reviewed by:
Othello B. Capuno
OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:
Othello B. Capuno
OTHELLO B. CAPUNO
Dean/Director
Approved:
Othello B. Capuno
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 January to June, 2019_.

gmp
ARSENIA M. POSAS
Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	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, 50 , RIS 5, PR 10, travel order 10, trip tickets 15,, cash advance 4, liquidation 5, itinerary of travel 4, reimbursement/payme nt 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.	Documents prepared: vouchers 71, RIS&PR 16, travel order 15, trip tickets 26, cash advances 7 liquidations 6, itinerary of travel 7, reimbursement/ Payments 60, fund transfer 5, abstract of quotation 5, OIC ship 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 staff etc. 3	5	5	5	5.00	
	No. of documents recorded &	Recorded & facilitated comments for	150 documents recorded & facilitated	280 doc. Recorded & facilitated for processing ,	5	5	4	4.67	

	facilitated for processing	processing	for processing	28 incoming & outgoing communication recorded					
	No. of incoming & outgoing comm./doc. Recorded/consolidate/bound/files	Record incoming & outgoing communication/ documents and consolidate/bound and file	15 incoming & outgoing comm./doc. Recorded 1 consolidated/bound documents/files	280 doc. Recorded & facilitated for processing 28 incoming & outgoing communication recorded, 1 consolidated bound doc. file					
	No. of official communication encodes and print	Encodes and print official communication	Encodes and print official communication (2)	Encoded and printed official communications (3)					
	No. of documents photocopy		Photocopy documents	Documents photocopied within specified time					
Sub Total								4.84	
Research Services	No. of meeting & workshop organized and reproduce	Facilitation/preparation of meetings/workshop/ serving of meals/snacks	Assist in facilitation preparation of meeting & workshop organized and reproduction of minutes of meeting Assists in facilitated during the meeting proper Facilitation of food and accom./meals/snacks of visitors during meeting workshop (90%)	Assisted meeting organized and facilitated Follow-up confirmation of participants Assist/facilitate in accommodation and serving of meals/snacks of visitors during meeting (100%)	5	5	5	5.00	
	Number of VICARP members, technical experts, farmers leaders and support staff	Prepare/facilitate/honorarium of VICARP members, technical experts, farmers leaders and support staff during training and workshop	Prepare/assist/facilitate during trainings/workshop	55 members RRDCC (29), RTWG (21) RDCC (1), TTCC (1), KM-RACO (1), KM-RMIS (1), RGAD (1)	5	4	5	4.67	
	Number of RDE reports packaged		No. of RDE reports packaged and	Assisted in reproduction of IEC materials & distribution	5	4	5	4.67	

[illegible]

Average Rating (Total Over-all rating divided by 3)		4.86
Additional Points:		
Approved Additional points (with copy of approval)	00	
FINAL RATING		4.86
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Reliable but not get tired. Reports to office early. Very hardworking & focused on her tasks. Keep it up!!!

Evaluated & Rated by:

OB Capuno
 OTHELLO B. CAPUNO
 Dept/Unit Head

Date: _____

Recommending Approval:

OB Capuno
 OTHELLO B. CAPUNO
 Dean/Director

Date: _____

Approved by:

OB Capuno
 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-December, 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 (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	4.83				

Overall recommendation : _____


OTHELLO B. CAPUNO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee ARSENIA M. POSAS

Signature: gmr

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 meetings & 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:

Recommended for promotion

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

gmr
ARSENIA M. POSAS
AAIII