



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Bagarinao, Junvic B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.52 ✓	70%	3.16 ✓
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64 ✓	30%	1.40 ✓
<b>TOTAL NUMERICAL RATING</b>			<b>4.56</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.56**

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

  
**PRECILA D. CONTERO**  
AO

Reviewed by:

  
**LISA L. ARCE/ EDGARDO. TULIN**  
Assistant Director/ Director

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

  
**MARIA JULIET C. CENIZA**  
VP for Res., Ext., &  
Innovation

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JUNVIC B. BAGARINAO**, 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, 2021 to June 30, 2021.

**JUNVIC B. BAGARINAO**  
Ratee

Approved:

**LISA LARCE**  
Assistant Director

**EDGARDO E. TULIN**  
Director

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>Administrative Services / Utility Services</b>	No. of office documents checked and processed	To process office documents to appropriate offices	1250	1250	4	4	4	4	
	No. of office personnel facilitated with different requirements for new and renewal of contracts	To checked the attachments of new and renewal of appointments; and facilitated the personnel in the filling-up of necessary documents	50	65	5	4	4	4.33	
	No. of documents filed	To file office documents (DTR and travel orders)	500	500	4	5	5	4.67	
	No. of gates and doors opened and closed	To open and close the entrance / exit gates and doors	6 doors	6	5	5	4	4.67	
	No. of hours consumed in	To check for unlocked doors, open lights and	20	20	4	5	5	4.67	

	monitoring unlock office doors, open lights and other office equipment	other office equipment prior to the closing of the entrance and exit doors							
	No. of hours consumed in inspecting the cleanliness of the comfort rooms	To check and monitor the cleanliness of the male CRs in the complex	30	30	4	5	5	4.67	
	No. of hours consumed in cleaning the administrative offices	To clean the offices of the Administration building	120	120	4	4	5	4.33	
	No. of hours consumed in garbage disposal	To dispose garbage bin to the compost pit	5	5	5	5	4	4.67	
<b>Other duties</b>	Number of DTRs prepared	To prepare monthly DTR	6	6	4	5	5	4.67	
<b>Total Over-all Rating</b>									

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		4.52
<b>NUMERICAL RATING</b>		Very Satisfactory

#### Comments & Recommendations for Development

##### Purpose:

To attend capability build-up trainings regarding filing of documents.  
To attend training on the improvement of frontline services and personality development.

ADJECTIVAL RATING		
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Evaluated and Rated by:

Recommending Approval

Approved by:

  
**EDGARDO E. TULIN**  
 Director

  
**LISA I. ARCE**  
 Asst. Director

  
**ROSA OPHELIA D. VELARDE**  
 Director for Research

  
**MARIA JULIET C. CENIZA**  
 VP for Research and Extension

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

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

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

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2021

Name of Staff: Junvic B. Bagarinao

Position: Administrative Aide I

**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	(5)	4	3	2	1



improvement of his work accomplishment						
12.	Willing to be trained and developed	5	4	3	2	1
Score		Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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						

Overall recommendation : \_\_\_\_\_


  
**LISA I ARCE/EDGARDO E.TULIN**  
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**


Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **Junvic B. Bagarinao** 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <b><u>1<sup>st</sup> Quarter</u></b> <b><u>2<sup>nd</sup> Quarter</u></b>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g cleaning of staff rooms, documents processing	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel			Negative feedback from concerned personnel were addressed e.g . timely document processing; tracer for documents processed outside of PhilRootcrops
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University  Advising the staff to strictly follow the COVID-19 health protocols <ul style="list-style-type: none"><li>As often as necessary</li></ul>	One-on-one coaching	Group coaching through meetings and even in group discussions			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:

  
**PRECILA D. CONTERO**  
Immediate Supervisor

Noted by:

   
**LISA I. ARCE / EDGARDO E. TULIN**  
Assistant Director/Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNVIC B. BAGARINAO**Performance Rating: Very Satisfactory

Aim: To check documents prior to processing and timely processing of these documents

Proposed Interventions to Improve Performance:

Date: January 1, 2021Target Date: June 30, 2021

First Step:

- Meeting and coaching of staff to come up with procedures on how to check documents prior to processing to the different offices.
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

- Documents properly checked and timely processing these documents

Date: July 1, 2021Target Date: Dec 31, 2021

Next Step:

Periodic monitoring and checking of outputsOutcome: Timely processing of documents  
Documents properly facilitated

Final Step/Recommendation:

To maintain performance and or exceed the current performance.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:

  
**LISA I. ARCE/EDGARDO E. TULIN**  
Asst. Director/Director

Conforme:

  
Name of Ratee /Faculty/Staff