


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Tidoy, Imelda A..

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.67	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.36
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: 4.63  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.63  
ADJECTIVAL RATING: Outstanding

Prepared by:  
  
MARIA ELSA M. UMPAD  
Administrative Officer

Reviewed by:  
  
ERLINDA A. VASQUEZ  
Director

Approved:  
  
OTHELLO B. CAPUNO  
Vice President

**“Exhibit B”**

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

I, IMELDA A. TIDOY, of the 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, 2018 to June 30, 2018.

*Imelda A. Tidoy*  
IMELDA A. TIDOY  
Ratee

Approved:

*Erinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Dir., PhilRootcrops

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>	
Administrative Services	Number of documents recorded	Takes charge of internal and external communications and financial documents for signature of Center Director and external communications, memoranda, circular, etc.	4190	4563					
	Number of financial documents typed	Types payrolls/vouchers charged to MOOE	390	531	5	5	4	467	
		Types honorarium of PhilRootcrops Staff	93	105					
		Types vouchers for fund transfer to NCT cooperating stations	10	19					
		Types statement of fund releases to NCT cooperating stations	5	9					
		Types reimbursement (supplies/travel/courier)	28	40					
		Types payment vouchers (fuel)	23	39					
		Types Cash Advances(supplies/travel)	20	26					
	Number of Faculty workload typed & facilitated	Types & facilitates workload of faculty	20	31					
	Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS	9	10					
		Types Contracts of SRAs/Aides charged to PS	9	10					
		Types Appointments of SRAs/Aides charged to PS	17	30					
		Types Contracts of SRA/Aide charged to MOOE	31	42					

[illegible]

<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>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<i>Outstanding</i>

**Comments & Recommendations  
for Development Purpose:**

To attend training on Personality Development  
Frontline Services and Customer Satisfaction

Evaluated and Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
Director for Research

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
Vice President for Research and Extension

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

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018  
Name of Staff: Imelda A. Tidoy Position: Adm. aide IV

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		50/11				
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	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	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	4.54				

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

Erwin A. Sanguy  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Number of Personnel: Imelda A. Tidoy - *Imelda A. Tidoy*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  a. Monitoring of the assigned office activities  January 26, 2018	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g office document preparation	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  Office procedures were properly followed
<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  • As often as necessary	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:  
*Maria Elsa M. Umpad*  
**MARIA ELSA M. UMPAD**  
Immediate Supervisor

Noted by:  
*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IMELDA A. TIDOY  
Performance Rating: Outstanding

Aim: To come up systematic office procedures for efficient client service / satisfaction.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excell format)

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- Filed copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Typed requested and necessary office document (payroll, vocuvers, etc.)
- Started inputting documents in Excell format for recording purposes

Date: July 1, 2018 Target Date: Dec 31, 2018

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Outcome: Documents properly documented, labeled and filed

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the 2018 PhilRootcrops Anniversary.

To attend trainings on office procedures, computer programs manipulation and front line services

Prepared by:

  
ERLINDA A. VASQUEZ  
Director

Conforme:

  
Name of Ratee Faculty/Staff