



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MARIA VERJIE Q. SUBERE

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.78 | 70% | 3.35 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.77 |

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


MARIA VERJIE Q. SUBERE
Name of Staff


Reviewed by:


OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:


OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

Approved:


OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Verjie Q. Subere**, of the **Office of the Director for Research** 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, 2020**.


MARIA VERJIE Q. SUBERE
 Ratee

Approved:

OTHELLO B. CAPUNO
 Head of Unit

| MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Efficient & customer-friendly assistance | 90% of office visitors and queries ushered/ attended efficiently | | 15 | 20 | 4.8 | 4.8 | 4.8 | 4.8 | |
| Research administrative support services | Number of communication, correspondence, prepared and released | Draft preparation, reproduction and ready for release, Internet and Intranet messaging for info dissemination | 25 | 25 | 4.9 | 4.9 | 4.9 | 4.9 | |
| Scientific fora, Monitoring and evaluation | Number of scientific <i>fora</i> hosted/ coordinated/ facilitated | | | | | | | | |
| | Number of clientele served during the conduct of scientific | | | | | | | | |

| | | | | | | | | | |
|--|---|--|-----|-----|-----|-----|-----|------|--|
| | <i>fora</i> (Workshop, Seminar Series, etc.) | | | | | | | | |
| | Number of Individual faculty workload reviewed | | 30 | 297 | 4.8 | 4.7 | 4.5 | 4.67 | |
| | Number of individual leave status reviewed | | 10 | 15 | 4.8 | 4.7 | 4.5 | 4.67 | |
| Project Monitoring, evaluation and review in the implementation of research programs/ projects/ studies | Number of R&D programs/ projects/ studies facilitated during the review | Facilitate in the monitoring ad evaluation, prepare materials for the evaluators, and consolidation | | | | | | | |
| | Number of reviews coordinated/ facilitated/ assisted | Facilitate in the production of R&D-related review materials, program preparation and compilation of papers under review | | | | | | | |
| | In House Review | | 1 | 1 | 4.8 | 4.8 | 4.8 | 4.8 | |
| | Seminar Series | | | | | | | | |
| | Regional Symposium | | | | | | | | |
| | Number of research projects/ studies completed on schedule | OVPRE, Research Centers, Colleges, Faculty Researchers | 5 | 40 | 4.9 | 4.8 | 4.8 | 4.83 | |
| | Number of research projects/ studies monitored for internal funding | OVPRE, Research Centers, Colleges, Faculty Researchers | 8 | 58 | 4.9 | 4.8 | 4.5 | 4.73 | |
| | Number of R&D programs/ projects/ studies monitored | OVPRE, Research Centers, Colleges, Faculty Researchers | 120 | 150 | 4.9 | 4.8 | 4.8 | 4.83 | |

| | | | | | | | | | |
|-------------------------------|--|---|---|---|-----|-----|-----|--------------|--|
| Reports | Normative Financing Reports: Number of report for submission to OVPRGAS | Assist in the production of R&D Reports and other related documents | 2 | 2 | 4.8 | 4.8 | 4.8 | 4.8 | |
| | Physical Reports of operation: Number of reports submitted to OVPRG/ ODF | | 1 | 2 | 4.8 | 4.8 | 4.8 | 4.8 | |
| | Other reports: number of reports prepared and released | | 2 | 5 | 4.8 | 4.8 | 4.8 | 4.8 | |
| Records management | Number of consolidated, validated and compiled data/ record for easy retrieval | Establish, maintain and update appropriate filing system of implemented R&D program/ projects/ studies and other relevant data | 5 | 5 | 4.8 | 4.8 | 4.8 | 4.8 | |
| Total Over-all Rating | | | | | | | | 57.43 | |

| | | |
|---|--|------|
| Average Rating (Total Over-all rating divided by 4) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.78 |
| ADJECTIVAL RATING | | |

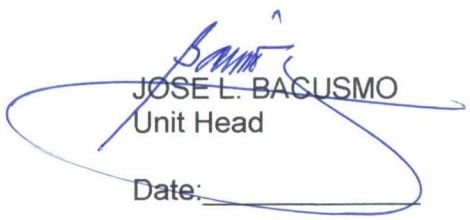
Comments & Recommendations for Development Purpose:

Good work!!! You deserved to go on study leave w/ pay. Good luck & thank you for your services.


Evaluated and Rated by:

Recommending Approval:


Approved by:


JOSE L. BACUSMO
Unit Head

Date: _____


OTHELLO B. CAPUNO
Vice President, RDE 8

Date: _____


OTHELLO B. CAPUNO
Vice President, RDE 8

Date: _____

*Rating Code: 1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: MARIA VERJIE Q. SUBERE Position: SCIENCE RESEARCH ASSISTANT

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 $57 \div 12 = 4.75$ | | | | |
| 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 | | | | | |

Overall recommendation : _____


OTHELLO B. CARUNO

Vice President for Research, Extension & Innovation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vverjie Q. Subere
Performance Rating: Outstanding

Aim: To have an efficient M & E of Research Programs/projects/studies implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

1. Continue implementation and improvement of systematic M & E recording of research documents.

Result:

1. Faster data retrieval.

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

Next Step:


1. Improve/adjust/modify data management system to further increase efficiency.

Outcome: Efficient data retrieval.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


MARIA VERJIE Q. SUBERE
Name of Ratee Faculty/Staff