



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Teodosio, Socorro B.

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.54 | 70% | 3.18 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.72 | 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.60 |

TOTAL NUMERICAL RATING: 4.60

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.60

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARIA ELSA M. UMPAD
AO II


Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:



OTHELLO B. CAPUNO
VP for Res., Ext. & Innovation

"EXHIBIT B"

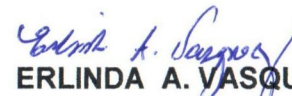
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SOCORRO B. TEODOSIO**, 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, 2020** to **June 30, 2020**


SOCORRO B. TEODOSIO
Ratee

Approved:


ERLINDA A. VASQUEZ
Head of Unit

| MFO & PAPs | Success Indicators | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| ADMINISTRATIVE SERVICES: Prepare financial Documents and other typing request | Numbers of advance typed | Prepares cash advances | 19 | 40 | | | | | |
| | Number payment vouchers typed | Prepares payment vouchers | 32 | 65 | 4 | 5 | 5 | 4.67 | |
| | Number of funds transfer typed | Prepares fund transfer | 10 | 25 | | | | | |
| | Number reimbursement voucher typed | Prepares reimbursement/ replenishments | 75 | 150 | | | | | |
| | Number of liquidation prepared | Prepares liquidation of | | | | | | | |
| | A. Cash Advance | A. Cash Advance | 15 | 25 | 4 | 5 | 5 | 4.67 | |
| | B. Travel | B. Travel | 20 | 25 | | | | | |
| | Number of Pre-Travel Prepared | Prepares Pre-travel | 10 | 15 | | | | | |
| | Number of Honorarium voucher typed | Prepares honorarium voucher | 3 | 10 | | | | | |
| | Number of PR prepared | Prepares purchased Request | 25 | 35 | | | | | |
| | Number of RIS prepared | Prepares RIS | 15 | 23 | 4 | 5 | 5 | 4.67 | |
| | Number of proposal typed | Type proposal, quarterly, mid-year and year end reports | 3 | 5 | | | | | |
| | Number of quarterly report/project typed | | 3 | 5 | | | | | |
| | Number of mid-year report/project typed | | 3 | 5 | | | | | |
| | Number of yearend report/project typed | | | | | | | | |
| | Number of CSRs/DTR | Prepares DTR | 6 | 6 | | | | | |

| | | | | | | | | |
|--|--|---|-----|-------|---|---|---|------|
| | Number of application for leave | Prepares application for leave | 35 | 95 | 4 | 5 | 5 | 4.67 |
| | Number of travel request | Prepares travel request | 15 | 48 | | | | |
| | Number of trip tickets | Prepares trip tickets | 15 | 50 | | | | |
| | Number of job orders | Prepares job order | 8 | 25 | | | | |
| | Number of OIC | Prepares OIC | 5 | 18 | | | | |
| 2. Files/Retrieves and Archives Old Record | Number of incoming and outgoing communication filed | Files incoming and outgoing communication | 400 | 1050 | 4 | 5 | 5 | 4.67 |
| | Number memoranda filed | Files memoranda | 30 | 95 | | | | |
| | Number of memo circular filed | Files memo circular | 65 | 205 | | | | |
| | Number of MOA filed | Files MOA | 3 | 8 | | | | |
| | Numbers of research proposal filed (quarterly, mid-year and year-end) | Files research proposal ,quarterly, mid-year , year-end, project communications and financial report | 100 | 350 | | | | |
| | Number of personal record of regular, contractual, casual and MOOE employees filed | Files personal records of all PhilRootcrops staff (regular, contractual, casual and MOOE employees filed) | 806 | 1,225 | | | | |
| | Number of folders prepared for putting of labels for new files | Prepares folder & putting of labels for new files (project / personnel) | 15 | 90 | | | | |
| 3. Monitored/Record daily expenditures of PhilRootcrops Projects Under Trust and Projects funded outside VSU | Numbers of old record archives and submitted to records division | Retrieve old files/records rehabilitated and archived and submitted to records division | 30 | 75 | 4 | 5 | 5 | 4.67 |
| | Number of daily expenditures of projects under Trust monitored/record | Monitor/record daily expenditures of projects under Trust funds funded outside VSU | 70 | 165 | | | | |
| | | | | | | | | |
| 4. Check and prepares bills/payments | Number of bills prepared for training hall/photocopying | Check and prepares bill/payments for used of PhilRootcrops training, hall, telephone bills, sales of food products etc. | 8 | 15 | 4 | 5 | 5 | 4.67 |
| | Number of bills prepared for root crop food products | | 9 | 20 | | | | |
| | Number of telephone bills prepared | | 8 | 12 | | | | |

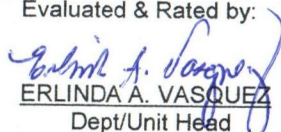
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| | | |
|---|--|--|
| Average Rating (Total Over-all rating divided by 4) | | |
| Additional Points: | | |
| | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | |

Comments & Recommendations for
Development Purpose:

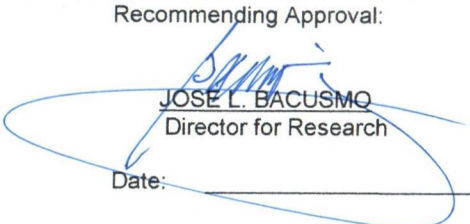
To attend training / seminar on
health and wellness and stress
management

Evaluated & Rated by:


ERLINDA A. VASQUEZ
Dept/Unit Head


Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNG
VP, Research, Extension & Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: Teodosio, Socorro B.

Position: Admin 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.

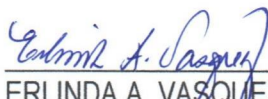
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 | | | | | |
| 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 | 4.72 | | | | |

Overall recommendation

: Outstanding


 ERLINDA A. VASQUEZ
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| X | 1 st | Q U A R T E R |
| X | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **Socorro B. Teodosio**

Socorro B. Teodosio

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---|---|----------------------------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring <u>1st Quarter</u> <u>2nd Quarter</u> 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 office document preparation | Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel | Memo to attend the meeting | | Negative feedback from concerned personnel were addressed Office procedures were properly followed |
| Coaching 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 • - 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: **SOCORRO B. TEODOSIO**

Performance Rating: Outstanding

Aim: To come up systematic office procedures in accordance with ISO standard for efficient client service satisfaction.

Proposed Interventions to Improve Performance:

Date: Jan 1, 2020

Target Date: June30, 2020

First Step:

- Meeting and coaching of staff to come up with an effective office procedure e.g.; receiving of in-house documents; recording of documents, database of documents (in Excel format) and use of office forms in accordance with ISO standard
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- File copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Started inputting documents in Excel format for recording purposes
- Awareness of COVID-19

Date: July 1, 2020

Target Date: Dec 31, 2020

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Start inputting into Excel format important documents of PhilRootcrops

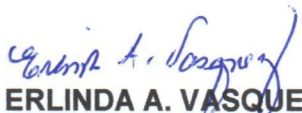
Outcome: Documents properly documented, labeled and filed
Document forms used are in accordance with ISO standard

Final Step/Recommendation:

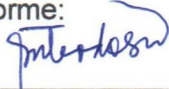
To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend trainings on office procedures, computer programs manipulation, front line services, document controlling and filing, health and wellness and stress management.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee /Faculty/Staff

Name of Ratee /Faculty/Staff