

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Pedro O. Alkuino

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.23	70%	2.96
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
Total Numerical Rating			4.30


TOTAL NUMERICAL RATING: 4.30  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING 4.30

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
MARIA ELSA M. UMPAD  
AO II

Reviewed by:

  
ERLINDA A. VASQUEZ  
Director


Approved:

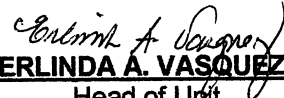
  
OTHELLO B. CAPUNO  
VP for Research and Extension

**Exhibit B"**

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

I, **Pedro O. Alkuino**, Administrative Aide 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 Jan 1, 2018 to June 30, 2018.

  
**PEDRO O. ALKUINO**  
 Ratee

  
**ERLINDA A. VASQUEZ**  
 Head of Unit

Date \_\_\_\_\_

MFOs / PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
<b>Administrative Services</b>	No. of gates and doors opened and closed	To open and close entrance / exit gates and doors	4 doors	4 doors	5	4	4	4.33	Opening of doors at 6:00 a.m and closing at 6:00 p.m of the PhilRootcrops Admin building
	No. of hours consumed in monitoring of unlocked office doors, open lights and other office equipment	To check for unlocked doors, open lights and other office equipment prior to closing of the entrance and exit doors	32 hours	40 hours					
	No. of comfort rooms cleaned and maintained	To clean and maintain comfort rooms of the Center	4 CRs / cubicles	8 CRs / cubicles	4	4	5	4.33	
	No. of offices cleaned	To clean Center's Admin Building and offices including the training hall and the extension Office	Whole Center's Admin plus ESED Div and training hall	Whole Admin building plus 4 room in the Admin, 2 rooms in the ESED and Training Hall	4	4	5	4.33	
	No. of glass window panels cleaned	To clean the glass window panels	130 glass windows	150 glass windows	4	4	4	4	

[illegible]

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

Comments & Recommendations for Development Purpose:

TO attend related capability buid-up trainings

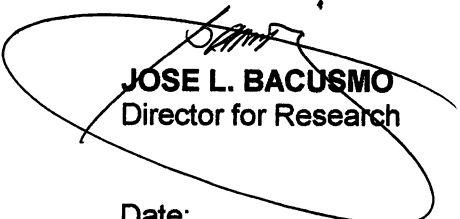
Evaluated and Rated by:

  
ERLINDA A. VASQUEZ  
Director

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

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

Recommending Approval:

  
JOSE L. BACUSMO  
Director for Research

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

Approved by:

  
OTHELLO B. CAPUNO  
Vice President for Research and Extension

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Pedro O. Alkuno Position: Adm. 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 improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	5	(4)	3	2	1
Total Score		49				
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	4.45				

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


Erwin A. Sagay  
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

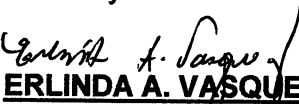
Head of Office: Dr. Erlinda A. Vasquez

Number of Personnel: Pedro O. Alkuino 

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 cleaning of staff rooms, comfort room and surroundings	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 . dirty and smelly comfort rooms to clean and comfortable CRs
<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**  
Immediate Supervisor

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PEDRO O. ALKUINO**  
Performance Rating: **Very Satisfactory**

Aim: **Clean comfort rooms and other assigned areas**

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 procedures on how to clean the comfort rooms properly and other assigned areas; periodic check-up of the assigned areas**

Result:

**Clean CRs and other assigned areas**

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

Next Step:

**Periodic monitoring using the index schedule cards; surprise monitoring to verify the accomplishment**

Outcome: **Clean and healthy surroundings and CRs**

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 capability build-up trainings that will enhance individual skills and competencies.**

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
Name of Ratee Faculty/Staff