



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

**Annex P**

Name of Administrative Staff: Umpad, Maria Elsa M.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

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

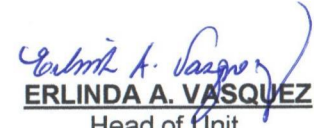
**"Exhibit B"**

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

I, **MARIA ELSA M. UMPAD**, 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, 2020 to June 30, 2020.

  
**MARIA ELSA M. UMPAD**  
Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
Head of Unit

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>	
MFO3: Extension Services	<b><u>Trainings and Exhibits</u></b>								
	No. of coordinated /facilitated trainings/ seminars/ workshops /other extension activities	To coordinate / facilitate trainings/ seminars/ workshops	2	6	5	5	5	5	
	No. of extension activity proposals prepared	To prepare proposals for funding	1	1	4	5	5	4.67	
	No. of students, farmers, and other visitors facilitated with their requests	To facilitate the requests of students and visitors	50	65	5	5	5	5	

<b>MFO6: General Administration and Support Services</b>	No. of office documents checked, prepared for Director's signature and countersigned	To check and countersign office documents before the signatory of the Director/ or prior to processing to appropriate offices	1,000	1,227	5	5	5	5	
	No. of daily expenditures of center's projects recorded and monitored	To monitor and record daily expenses / disbursements of funds of center's projects	500	645	5	5	5	5	
	No. of yearly proposal budgetary proposal prepared	To prepare yearly research project budget	20	24	5	5	5	5	
	No. of office communications prepared	To prepare draft, finalize and print communications for Center's requests / response communications to requests from clientele/ attachments to center's documents including MOA / MOU	50	65	5	5	5	5	
	No. of phone calls received and attended	To received and answer phone calls (in relation to office procedures and clientele queries)	35	40	5	5	5	5	
	No. of reports prepared	To collate, organize, prepare draft and finalize reports for the Center as required by the University e.g. VICARP, OVPREI, PCAARRD,	6	—					Output will be reflected on July-Dec IPCR

		CHED and other funding agencies							
	No. of Minutes of PRDC / Personnel Committee and other meetings prepared	To prepare notices and minutes of Center's meetings	5	7	5	5	5	5	
	No. of personnel facilitated with their employment and renewal	To facilitate the documents of newly hired personnel and renewal of personnel	50	65	5	5	5	5	
	No. of clearances signed	To countersign clearances of center's and University personnel	10	15	5	5	5	5	
	No. of contact hours devoted for coaching of staff	To coach staff under the Administrative Division	10	15	5	5	5	5	
	No. of staff supervised	To supervise staff under the Administrative Division	10	10	4	5	5	4.67	



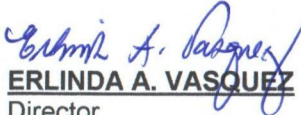
<b>Other duties</b>	No. of information prepared as required by AACCUP Accreditation Unit and CHED	To prepare information and related materials required by AACCUP, CHED	6	_____					Output will be reflected on July-Dec IPCR
	No. of NAPB meetings attended	To attend meetings and participate in the interview of administrative personnel for employment and promotions	10	12					
	No. of skills test exams checked	To check the skills test exams of administrative personnel	20	20					
	No. of units internally audited	To serve as Internal Quality Auditor of the University	3 units	_____					Output will be reflected on the July-Dec outputs
	No. of hours devoted to preparation of reports for internal audit	To audit assigned offices for the VSU QMS and prepare reports related to audit	20	_____					
	No. meetings attended in relation to Investigation Committee memberships	To attend meetings in relation to assigned investigation committee cases	2	4					
<b>Total Over-all Rating</b>									4.94

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		9.94
ADJECTIVAL RATING	Outstanding	<del>Very Satisfactory</del> <sup>with</sup>

To attend training on advanced leadership and management skills

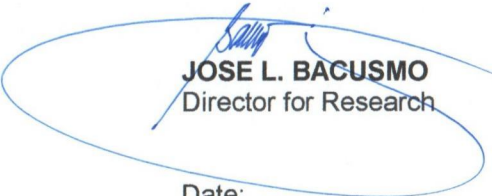
To attend seminar on personlaity development and stress management

Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

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

Recommending Approval

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for 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: Umpad, Maria Elsa M.

Position: AO II

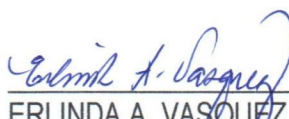
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	4.92				
<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	4.96				

Overall recommendation : Outstanding

  
 ERLINDA A. VASQUEZ  
 Head of Office



# 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. Erlinda A. Vasquez**

Name of Personnel: **Maria Elsa M. Umpad**

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	One-on-one discussion with the concerned staff re:feedback from other personnel and visitors on the assigned office activities  Checking the accomplishments of the assigned tasks e.g. reports, proposals, trainings	Meeting of staff under the Administrative Division  Regular monthly meeting with the PRDC members	Issuance of Memo		Negative feedback from concerned personnel were addressed  Office procedures were properly followed  Reports submitted on time
<b>Coaching</b> <ul style="list-style-type: none"><li>Coaching of staff on the proper procedure in doing the assigned tasks</li><li>Outlining different Center’s activities based on R%D trusts</li><li>Encouraging the staff to attend related learning and development activities /trainings offered by the University and personnel organizations</li><li>Advising the staff to strictly follow the COVID-19 health protocol<ul style="list-style-type: none"><li>As often as necessary</li></ul></li></ul>	One-on-one coaching	Group coaching through meetings and even in group discussions  Brainstorming activities  Regular monthly PRDC meetings with the members			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:

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

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **MARIA ELSA M. UMPAD**

Performance Rating: \_\_\_\_\_

Aim: To oversee the smooth operations of the Administrative Division  
of PhilRootcrops

Proposed Interventions to Improve Performance:

Date: Jan 1, 2020Target Date: June 30, 2020

First Step:

- 
- Meeting and coaching of staff to for a smooth flow of the administrative operations of PhilRootcrops; preparation of office documents such as vouchers and other office documents; office procedures meeting the ISO standards
  - Meeting with staff regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols
- 

Result:

- 
- Administrative staff meeting to identify the individual function of each administrative staff
  - Coaching of administrative support staff in the assigned responsibilities
  - Sending of the AO and the administrative support staff to related trainings / capability building seminars
  - Smooth flow of office documents (clerks to requisitioner, to respective signatories prior to sending to appropriate offices)
- 

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

Next Step:

Periodic monitoring of assigned jobs of each administrative support staff

Preparation of documents ready for ISO accreditation

Outcome: Smooth operation of the administrative procedures of PhilRootcrops in accordance with ISO standard  
Documents properly filed and office procedures properly documented

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 capacity build-up trainings such as Leadership training and ISO accreditation procedures, health and wellness, stress management and etc.

Prepared by:

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

Conforme:

*[Signature]*

Name of Ratee/ Faculty/Staff