

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF (July-December 2018)

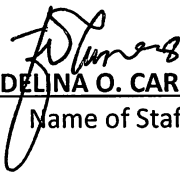
Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.90	x 70%	3.43
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	x 30%	1.45
TOTAL NUMERICAL RATING			4.88

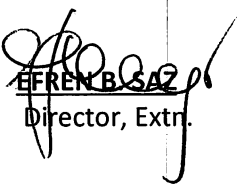
TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:


ADELINA O. CARRENO
Name of Staff


Reviewed by:


EFREN B. SAZ
Director, Extn.

Recommending Approval:


OTHELLO B. CAPUNO
VP, Res. & Extn.

Approved:


OTHELLO B. CAPUNO
Vice Pres. for Res. & Extn.

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION


Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ADELINA O. CARRENO, of the OVPRE, Extension Office, 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, 2018.


ADELINA O. CARRENO
BPS

Date: _____


EFREN B. SAZ
Director for Extension

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timelines	Average	
UMFO 4. Extension Services											
	PI 1. No. of seminar/trainings/workshops facilitated/conducted			Facilitate/coordinate/conduct seminars/ workshops/trainings	6	10	4.8	5	4.9	4.9	
	PI 2. No. of TVET activities facilitated and enrollment held			Facilitate TVET activities/enrollment	15	24	4.8	4.9	4.9	4.87	
	PI 3. No. of trainings attended			Attend trainings	3	5	4.9	4.9	4.9	4.9	
	PI 4. No. of Extension Farm Radio aired/produced			Produce/Air Extension Farm Radio Program	50	78	5	5	5	5.0	
	PI 5. No. of radio spots produced			Produce radio spots ready for airing	10	15	4.8	4.9	4.9	4.87	
	PI 6. No. of agri-trade fair exhibits conducted/facilitated			Conduct/facilitate agri-trade fair exhibits	3	5	5	5	5	5.0	
	PI 7. No. of farmers/experts interviewed			Interview farmers/experts	8	12	4.8	4.8	4.7	4.77	

	PI 8. No. of assignment as OIC to the Office of the Director for Extension in times of his leave of absence(s)/official travels	Act as OIC to the Office of the Director for Extension	10	22	4.8	5	5	4.93	
	PI 9. No. of visitors entertained/assisted	Assist/entertain visitors	15	38	5	5	5	5.0	
	PI 10. No. of IEC materials facilitated their reproduction	Facilitate IEC materials for reproduction	3	5	4.8	4.8	4.8	4.8	
Perform other functions									
Total Over-all Rating								49.04	
Average Rating					0.00	0.00	0.00	4.90	
Adjectival Rating								Outstanding	

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:

Very competent and innovative
worker of OUPRE.
Keep it up!!!

Evaluated and Rated by:


EFREN B. SAZ

Director, Extension

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO

VP for Res. & Extn.

Date: _____

Approved:


OTHELLO B. CAPUNO

VP for Research and
Extension

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: Adelina O. Carreno Position: Broadcast Production Supervisor

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		JK			
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		24			
Average Score		82/17 = 4.82			

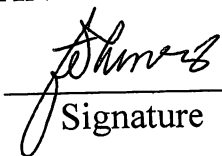
Overall recommendation : _____


EFREN B. SAZ
Director, Extn.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO

Performance Rating: Outstanding


Signature

Aim: **Raise the bar higher to serve better the intended clients.**

Proposed Interventions to Improve Performance

Date: July 1, 2018

Target Date: December 31, 2018

First Step:

1. Mentoring
2. Finish Doctoral Degree

Result:

1. Improved extension projects/training delivery.

Date: January 1, 2019

Target Date: June 30, 2019

Next Step

1. Undergo formal and informal mentoring from an expert in Development and Extension Delivery.
2. Continue the program (Take Comprehensive Exam and Conduct Dissertation)


Outcome:

1. Improved performance.

Final Step/Recommendation:

1. Go through the steps in mentoring process.
2. Finish sought doctoral degree.

Prepared by:


OTHELLO B. CAPUNO
Unit Head