



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Socorro B. Teodosio.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.70	70%	3.29
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.42
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

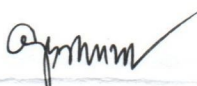
TOTAL NUMERICAL RATING: 4.71

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


MARIA ELSA M. UMPAD
Administrative Officer II


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
Vice President for Res and Ext

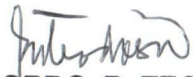
Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

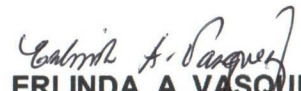
"EXHIBIT B"

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 **July 1, 2019** to **December 31, 2019**


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	18	45					
	Number payment vouchers typed	Prepares payment vouchers	30	71					
	Number of funds transfer typed	Prepares fund transfer	10	30					
	Number reimbursement voucher typed	Prepares reimbursement	80	162					
	Number of liquidation prepared A. Cash Advance B. Travel	Prepares liquidation of A. Cash Advance B. Travel	15 18	32 40					
	Number of Pre-Travel Prepared	Prepares Pre-travel	10	36					
	Number of Honorarium voucher typed	Prepares honorarium voucher	3	8					
	Number of PR prepared	Prepares purchased Request	25	55					
	Number of RIS prepared	Prepares RIS	15	25	✓	4	5	4.67	
	Number of proposal typed	Type proposal, quarterly, mid-year and year end reports	2	4					
	Number of quarterly report/project typed		2	4					
	Number of mid-year report/project typed		2	4					
	Number of yearend report/project typed		2	4					
	Number of CSRs/DTR	Prepares DTR	6	6					

	Number of application for leave	Prepares application for leave	35	105					
	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	33					
	Number of OIC	Prepares OIC	5	16					
2. Files/Retrieves and Archives Old Record	Number of incoming and outgoing communication filed	Files incoming and outgoing communication	450	1200					
	Number memoranda filed	Files memoranda	35	76					
	Number of memo circular filed	Files memo circular	60	125					
	Number of MOA filed	Files MOA	3	7					
	Numbers of research proposal filed (quarterly, mid-year and year-end)	Files research proposal ,quarterly, mid-year , year-end, project communications and financial report	150	455	J	4	J	4.67	
	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)	800	160					
	Number of folders prepared for putting of labels for new files	Prepares folder & putting of labels for new files (project / personnel)	15	35					
	Numbers of old record archives and submitted to records division	Retrieve old files/records rehabilitated and archived and submitted to records division	45	160					
3.Monitored/Record daily expenditures of PhilRootcrops Projects Under Trust and Projects funded outside VSU	Number of daily expenditures of projects under Trust monitored/record	Monitor/record daily expenditures of projects under Trust funds funded outside VSU	75	150	J	4	J	4.67	
4. Check and prepares bills/payments	Number of bills prepared for photocopying services	Check and prepares bill/payments for used of PhilRootcrops training, hall, telephone bills, sales of food products etc.	6	8					
	Number of bills prepared for root crop food products		6	10	J	4	J	4.67	
	Number of telephone bills prepared		6	12					

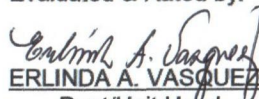
5. photocopies/riso of documents	Number of documents photocopied Number of document risograph	Photocopies of documents Risograph questionnaire/office forms and project reports	300 2,500	350 4000	5	5	5	5	
6. Acts as property custodian of the Center specially in kitchen wares	Number of kitchen wares monitored	Monitor numbers of utensils/kitchen wares in the center	25	155					
	Numbers of gathering/party /meetings of the center	Prepares them when there is gathering/party /meetings of the center	12	35	5	4	5	4.67	
	Number of utensils returned	Returned/place them in the cabinet after using	50	160					
7. Coordinates/record assigned typing activities of other clerks	Number of typing activities assigned other clerks	Coordinates/record assigned typing activities of the clerks	25	68					
8. Serve as document controller (DRC)	Number of documents filed/receive	Files documents	75	100	5	4	5	4.67	
9. Attend to telephone calls	Number of telephone calls received	Received/place telephone/long distance call	25	150	5	4	5	4.67	
10. Other duties needed by the center	Perform other duties from time to time	Receive Centers visitors and refer them to appropriate center staff for assistance	6	25	5	4	5	4.67	
		Assist in serving snacks to visitors/meetings	10	12					
TOTAL RATING									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

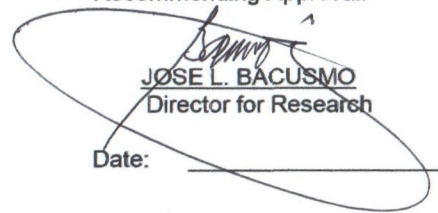
To attend trainings in relation to ISO activities like document controlling, filing and organizing

Evaluated & Rated by:


ERLINDA A. VASQUEZ
 Dept/Unit Head

Date: _____

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
 VP, Research & Extension

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2019

Name of Staff: Socorro B. Teodosio

Position: Adm. 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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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	4.71 4.72				

Overall recommendation : Outstanding

ERLINDA A. VASQUEZ
Director

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

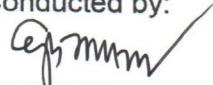
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Socorro B. Teodosio

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th 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 • - 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

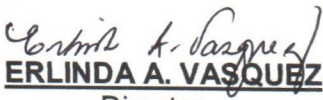
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:



ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLANName 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: July, 2019Target Date: Dec 30, 2019

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 Excell format) and use of office forms in accordance with ISO standard

Result:

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

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

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Start inputting into Excell 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
ERLINDA A. VASQUEZ
Director

Conforme:

Socorro B. Teodosio
Name of Ratee Faculty/Staff