



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Tidoy, Imelda A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.83	70%	3.38
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.77**

ADJECTIVAL RATING: **Outstanding**

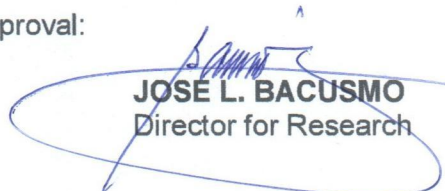
Prepared by:


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., &

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, IMELDA A. TIDOY, 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 – December 31, 2020.

Atty
IMELDA A. TIDOY
Ratee

Approved:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Dir., PhilRootcrops

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services	Number of documents recorded	Takes charge of internal and external communications and financial documents for signature of Center Director and external communications, memoranda, circular, etc.	2500	2800	5	5	5	5	
	Number of financial documents typed	Types payrolls/vouchers charged to MOOE	1000	1200					
		Types honorarium of PhilRootcrops Staff	35	50					
		Types vouchers for fund transfer to NCT cooperating stations	8	8	5	5	5	5	
		Types statement of fund releases to NCT cooperating stations	4	8					
		Types reimbursement (supplies/travel/courier)	20	26					
		Types payment vouchers (fuel)	25	28					
		Types Cash Advances(supplies/travel)	19	22					
	Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS	8	8	4	5	5	4.67	
		Types Contracts of SRAs/Aides charged to PS	8	8					

		Types Appointments of SRAs/Aides charged to PS	8	8	5	5	5	5	
		Types Contracts of SRA/Aide charged to MOOE	30	54					
		Types Appointments for honorarium of PhilRootcrops staff & NCT stations	60	63					
	Number of Travel Orders typed	Types Travel Order	20	25					
	Number of OIC Typed	Types OIC	15	23	5	5	5	5	
	Number of Leaves typed	Types Application for Leave	16	18					
	Number of Trip tickets typed	Types Trip ticket	15	23					
	Number of Appt./payrolls typed	Types appt. of Job contracts & payroll of project based personnel	850	1110					
	Number of DTR prepared	Prepare DTR	6	6	5	5	5	5	
	Number of reports and communications filed	Reports and communications filed	250	262					
	Number of visitors received	Receives center visitors and refer them to appropriate Center personnel for assistance	15	18	4	5	4	4.33	
	Number of subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation							
	Performs other tasks that may be assigned from time to time	Prepares, serves snacks and wash dishes	20	30					
		Attends to photocopying services when the in-charge is on leave	505	550	4	5	5	4.67	
		Prepares monthly reports of Enterprise Development of Some Selected Rootcrops Food Products Project	6	6					
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

: Prepare MR for turn-over to the next in-line personnel

Evaluated & Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Dept/Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
 VP, Research, Extension & Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Imelda A. Tidoy

Position: Administrative 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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	4.63				

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

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

Name of Personnel: **Imelda A. Tidoy** *Imelda A. Tidoy*

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 activitiese,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: **IMELDA A. TIDOY**Performance Rating: Outstanding

Aim: To come up systematic office procedures in accordance to ISO standards for efficient client service satisfaction

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: December 30, 2020

First Step:

- Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excell format) and use of office forms in accordance with the ISO standards
- 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
- Typed requested and necessary office document (payroll, vouchers, etc.)
- Started inputting documents in Excel format for recording purposes
- Awareness of COVID-19 and its corresponding health protocols

Date: Jan 1, 2021Target Date: June 30, 2021

Next Step:

- Meeting of staff for the improvement of the outputs of her previous assignments and setting up of new assignments and targets for the year
- Periodic monitoring of assigned jobs
- To attend related training on office procedures

Outcome: Documents properly documented, labeled and filed
Forms used for every document is in accordance to ISO standard
Efficient frontline service

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 and front line services, health and wellness and stress management.

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

Satidy
Name of Ratee/ Faculty/Staff