



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Teodosio, Socorro B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.89	70%	3.42
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: outstanding
Very Satisfactory

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:

MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

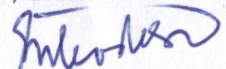
Approved:

MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

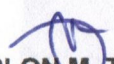
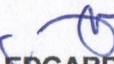
"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SOCORRO B. TEODOSIO, of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period July 1 to December 31, 2022.


SOCORRO B. TEODOSIO
 TULIN
 Ratee

Approved:

 
MARLON M. TAMBIS / EDGARDO E.
 Asst. Director/Director

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
ADMINISTRATIVE SERVICES: Prepare financial Documents and other typing request	Numbers of advance typed	Prepares cash advances	30	58	5	5	5	5	
	Number payment vouchers typed	Prepares payment vouchers	70	122	5	5	5	5	
	Number of funds transfer typed	Prepares fund transfer	20	30	5	5	5	5	
	Number reimbursement voucher typed	Prepares reimbursement	150	220	5	5	5	5	
	Number of liquidation prepared	Prepares liquidation of							
	A. Cash Advance	A. Cash Advance	30	45	5	5	4	4.67	
	B. Travel	B. Travel	30	45					
	Number of Pre-Travel Prepared	Prepares Pre-travel	20	30	5	5	5	5	
	Number of Honorarium voucher typed	Prepares honorarium voucher	6	15	5	5	5	5	
	Number of PR prepared	Prepares purchased Request	50	70	5	5	4	4.67	
	Number of RIS prepared	Prepares RIS	30	45	5	5	5	5	
	Number of proposal typed	Type proposal, quarterly, mid-year and year end reports	4	6	5	4	4	4.33	
	Number of quarterly report/project typed		4	6					
	Number of mid-year report/project typed		4	6					
	Number of yearend report/project typed								
	Number of CSRs/DTR	Prepares DTR	12	12	5	5	5	5	
	Number of application for leave	Prepares application for leave	100	60	5	4	4	4.33	
	Number of travel request	Prepares travel request	30	50	5	5	5	5	

	Number of trip tickets	Prepares trip tickets	30	70	5	5	5	5	
	Number of job orders	Prepares job order	8	20	5	5	5	5	
	Number of OIC	Prepares OIC	10	15	5	5	5	5	
2. Files/Retrieves, Archives Old Record and act as dDRC	Number of incoming and outgoing communication filed	Files incoming and outgoing communication	800	1500	5	5	5	5	
	Number memoranda filed	Files memoranda	150	200	5	5	5	5	
	Number of memo circular filed	Files memo circular	150	225	5	5	5	5	
	Number of MOA filed	Files MOA	10	20	5	5	5	5	
	Numbers of research proposal filed (quarterly, mid-year and year-end)	Files research proposal filed (quarterly, mid-year and year-end)	200	200	5	5	5	5	
	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	350	5	5	5	5	
	Number of folders prepared for putting of labels for new files	Prepares folder for putting of labels for new files	70	90	5	5	5	5	
	Numbers of old record archives and submitted to records division	Retrieve old files/records rehabilitated and archived and submitted to records division	60	95	5	5	5	5	
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	70	130	5	5	5	5	
4. Check and prepares bills/payments	Number of bills prepared for photocopying services	Check and prepares bill/payments of photocopying services, flat rate charging for used of Philrootcrops vehicles, used of training hall	10	30	5	5	5	5	
	Number of bills prepared for flat rate charging		20						
	Number of telephone bills prepared		12						
5. photocopies/riso of documents	Number of documents photocopied Number of documents risograph	Photocopies of documents Risograph office forms etc.	400 7000	500 7500	5	5	5	5	
6. Acts as property custodian of the	Number of kitchen wares monitored	Monitor numbers of utensils/kitchen wares in the	60	130					

Center specially in kitchen wares		center							
	Numbers of gathering/party/ meetings of the center	Prepares them when there is gathering/party/meetings of the center	30	50	5	5	5		
	Number of utensils returned	Returned/place them in the cabinet after using	90	75					
7. Coordinates/ record assigned typing activities of other clerks	Number of typing activities assigned other clerks	Coordinates/record assigned typing activities of the clerks	40	60	5	5	5	5	
8. Counter sign clearance	Number of clearance counter signed	Counter sign clearance	150						
9. Attend to telephone calls	Number of telephone calls received	Received/place telephone/long distance call	60	100	5	5	5	5	
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	10	30					
		Assist in serving snacks to visitors/meetings	20	25					
TOTAL RATING									

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

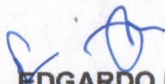
Comments & Recommendations for Development Purpose:

To attend capability build-up trainings regarding filing of documents.

Evaluated & Rated by:

Recommending Approval:

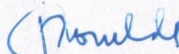
Approved by:


EDGARDO E. TULIN
Director

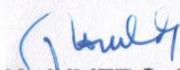
Date: _____


MARLON M. TAMBIS
Assistant Director

Date: _____


ROSA OPHELIA D. VELARDE
Director for Research

Date: Jan. 24, 2023


for MARIA JULIET C. CENIZA oic
VP. Research for Extension and Innovation
J 24/23

Date: Jan. 24, 2023

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Socorro B. Teodosio

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	55				
Average Score	5				

Overall recommendation : _____

MARLON M. TAMBIS/EDGARDO E. TULIN
Assistant Director/Director

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. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Socorro B. Teodosio**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>1st Quarter</u> <u>2nd 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 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:

PRECILA C. BELMONTE
Immediate Supervisor

Noted by:

MARLON M. TAMBIS / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SOCORRO B. TEODOSIO**

Performance Rating: _____

Aim: To come up systematic office procedures in accordance with ISO standard for efficient client service satisfaction.

Proposed Interventions to Improve Performance:

Date: July 1, 2022Target Date: Dec 31, 2022

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 Excel format) and use of office forms in accordance with ISO standard
- 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
- Started inputting documents in Excel format for recording purposes
- Awareness of COVID-19

Date: January 1, 2023Target Date: June 30, 2023

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Start inputting into Excel 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

To attend trainings on office procedures, computer programs manipulation, front line services, document controlling and filing, health and wellness and stress management.

Prepared by:

MARLON M. TAMBIS/EDGARDO E. TULIN
Asst. Director/Director

Conforme:

Socorro B. Teodosio
Name of Ratee /Faculty/Staff