Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LAUREANO S. MARANGUIT

	1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.76	70%	3.33
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
		TOTAL NUM	ERICAL RATING	4.77

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	<u>4.77</u>	
FINAL NUMERICAL RATING	4.77	
ADJECTIVAL RATING:	<u>O</u>	
Prepared by: LAUREANO S. MARANGUIT Name of Staff	Reviewed by:	ROSARIO A. SALAS Department/Office Head
Recommending Approval:	VICTOR B. ASIO Dean/Director	
Approved:	BEATRIZ S. BELO	NIAS

Vice President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LAUREANO S. MARANGUIT

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 Equipatent Numerical Rating (2x3)	Percentage Weight (3)	Numerical Rating (2)	ſ}
 3.33	7(2%	4.76	1. Numerical Rading per IPCB
 44 €v. ↓) EUE	4.83	2. Supervisor clead's assessment of his contribution towards attainment of effice accomplishments
4.77	ERICAL RATING	TOTAL NEW	
	Stant Addition	<u>77.4</u>	TOTAL NUMERICAL RATING: Add: Additional Approved Points, if an TOTAL NUMERICAL RATING:
		4.77	FINAL NUMERICAL RATING
		<u>0</u>	ADJECTIVAL RATING:
	by:	Reviewed	Prepared by:
210 A. SALAS ent/Office Head	to 10-10 to business (Comments)	v _i	LAUREANO'S, MARANGIUT Name of Staff
	R B. ASIO	4	Recommending Арргоvа
		19()	
	aiz é, belonias		Approved:
	ce President		

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LAUREANO S. MARANGUIT, of the <u>Department of Horticulture</u> commits to deliver and agree to be rated on the attainment of the following targets in accommodate with the indicated measures for the period <u>July</u> to December, <u>2018</u>.

LAUREANO'S MARANGUIT

Ratee

Approved:

Hood of Unit

Head of Unit

				Actual		Rating		Remarks	
MFO & PAPs	Success Indicators	Success Indicators Tasks Assigned	Target	Accomplishment	Q¹	E ²	T ³	A ⁴	
Administrative Support Services	No. of planting materials of ornamental plants produced	Mass propagation of planting materials of ornamental plants	300	500	5	5	5	5.0	
	No. of planting materials maintained in the nursery	Maintained propagated plants in the nursery	3000	5000	5	4	4	4.33	
	No. of improvements made in the nursery	Improvements made	6	6	4	5	5	4.67	
Other tasks in support to administrative services	No. of walk-in costumers attended in the nursery	Attended to walk-in costumers/visitors	1000	2000	5	4	5	4.57	
	No. of exhibits attended and lawns landscaped	Exhibits put-up and guarded and assisted in landscaping of government lawns and offices	2	2	4	5	5	4.67	
Total Over-all Rating								4.66	

Average Rating (Total Over-all rating divided by 4)	4.66	3.26
Additional Points:		
Punctuality	5	1.5
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Wy wy the good will

Evaluated and	Rated by		Recommending Approval:	Approved:
ROSARI	O A. SALAS		VICTOR B. ASIO	BEATRIZ S. BELONIAS
Head, D	ЮН		Dean, CAFS	Vice President Instruction
Date:			Date:	Date!
1 – Quality	2 – Efficiency	3 – Timeliness	4 – Average	

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December 2018</u>

Name of Staff: <u>LAUREANO S. MARANGUIT</u> Position: <u>Farm Worker</u> .

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)					
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in	5	(4)	3	2	1
	transacting business with the office fulfilling and rewarding	<u> </u>				
2.	Make self-available to clients beyond official time	6	4	3	2	1
3.	Submit urgent non-routine reports required by higher offices/agencies such as	5	A)	3	2	1
	CHED, DBM, CSC, DOST, NEDA PASUC and similar regulatory agencies within					
	specified time by rendering overtime work even without overtime pay					
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs	(3)	4	3	2	1
	within the prescribed time	\vdash				
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-	(5)	4	3	2	1
	employees who fail to perform all assigned tasks					
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going	15	4	3	2	1
	out on personal matters and logs out upon departure from work.	\sim				
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	151	4	3	2	1
	clients	Μ				
9.	Accepts additional tasks assigned by the head or by higher offices even if the	(57)	4	3	2	1
	assignment is not related to his position but critical towards the attainment of the	\sim				
	functions of the university					
10.	Maximizes office hours during lean periods by performing non-routine functions the	(3)	4	3	2	1
	outputs of which results as a best practice that further increase effectiveness of the	\sim				
	office or satisfaction of clientele					
11.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1
	improvement of his work accomplishment	2				
12.	Willing to be trained and developed	6	4	3	2	1
	TOTAL SCORE	T .	58	,		
	TOTAL SCORE	<u> </u>	58			

В.	Leadership & Management (For supervisors only to be rated by higher					
	supervisor)	<u> </u>		Scal	е	
1.	Demonstrate 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		प	.6	7	

Overall recommendation	

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>LAUREANO S. MARANGUIT</u>

Name of Ratee/Faculty Staff

Performance Rating: Outstanding		
Aim: To maintain the Outstanding Rating		
Proposed Interventions to Improve Performanc	e:	
Date: July 2018	Target Date: Dec. 2018	
First Step: To be able to attend short course tra	ining, seminar/conferences on ornamental	Landscaping and
ornamental plant propagation.		
To go on study tour to established Ornamental	plant nurseries	
Donulta Visited armomental pursories		
Result: <u>Visited ornamental nurseries</u>	·	
Date:	Target Date:	
Next Step:		
Outcome		
Outcome:		
Final Step/Recommendation:		
	Prepared by:	
	11	
	ROSARIO	
Conforme:	Unit Head	a
\mathcal{M}		
LAUREANO'S. MARANGUIT		

EMPLOYER DEVELOPMENT PLAN

O.S. MARANGUIT	LAUREAN	of Employee:	Stock

Parformance Rating: Outstanding

Aim: To maintain the Dutstanding Bating

Proposed Interventions to Improve Performance:

Bares July 2018

Targer Date: Dec. 2018

First Step. To be able to attend short course training, seminar/deaferences on crosmental candscaping and ocnamental class propagation.

To go on study tour to established Ornamental plant nurseries

Result: Visited omamental nurseries

Date:

Target Date:

Next Step.

Outcome:

Final Stap/Recommondation:

Prepared by:

ROSARIO A. SALAS Unit Head

Conforme:

Laureano S. Árabanguit Name of Reige/Feculty Stalf