



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Cinco, Alniel B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.53	70%	3.12
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.46**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:


PRECILA C. BELMONTE
Temp. Administrative Officer


LISA I. ARCE/ 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, **ALNIEL B. CINCO**, of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2021 to December 31, 2021.


ALNIEL B. CINCO
Ratee

Approved:


LISA I. ARCE
Assistant Director


EDGARDO E. TULIN
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services / Utility Services	Percentage of dispatched trips driven safely and passengers conducted to their destination within the specified time	To conduct and fetch passengers to requested destinations safely	100%	100%	5	5	5	5	
	No. of hours consumed in the cleaning and maintenance of assigned vehicles	To maintained the assigned vehicles	15 hours/mo	18	5	4	5	4.67	
	No. of hours consumed in the cleaning of the garage	To clean the garage	15 hours/mo	15	5	4	4	4.33	
	No. of hours consumed in lawn mowing	To clean the assigned areas in the garage vicinity	5 hours/mo	10	4	4	4	4.33	

	No. of hours consumed in tractor operation	To drive and operate the tractor for any activities	15 hours/mo	5	4	4	4	4	
	No. of hours consumed in operating the audio system in the training hall	To operate the audio system whenever there is an occasion	5 hours	10	4	4	5	4.33	
	Percentage consumed as utility messenger	To act as a messenger if the utility messenger is absent	100%	90%	5	4	4	4.33	
	Number of hours consumed in assisting the electric officer who is assigned monthly to operate the axially generator	To assist the electric officer who is assigned monthly to operate the axially generator	3 hours	5	5	4	5	4.67	
	No. Of hours consumed in maintenance of grasscutter and mower	To maintain and repair the grasscutter and lawn mower	5	5	4	5	5	4.67	
Other duties	Number of DTRs prepared	To prepare monthly DTR	5	5	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING	4.53	
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development Purpose:

To attend trainings on vehicle maintenance and personality development.

Evaluated and Rated by:

Recommending Approval

Approved by:


EDGARDO E. TULIN
 Director


LISA I. ARCE
 Asst. Director


ROSA OPHELIA D. VELARDE
 Director for Research


MARIA JULIET C. CENIZA
 VP for Research and Extension

Date: _____

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Alniel B. Cinco

Position: Administrative Aide III

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	4.45				

Overall recommendation : _____


LISA LARCE/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 & Ms. Lisa I. Arce**

Name of Personnel: **Alniel B. Cinco**

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 vehicle maintenance, conduct / fetch of staff during travel	Meeting with staff under the Administrative Division Meeting with persons concerned together with personnel raising the negative feedback / filing a complaint			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 Admin Div to attend learning and dev trainings offered by the University Advising the staff to strictly follow the COVID-19 health protocols <ul style="list-style-type: none">- 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:

LISA I. ARCE / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALNIEL B. CINCO**

Performance Rating: _____

Aim: To maintain the service vehicles of the Center and to drive passengers to their respective destination safely

Proposed Interventions to Improve Performance:

Date: July 1, 2021Target Date: Dec 31, 2021

First Step: _____

- Meeting and coaching of staff to come up with procedures on how to maintain the service vehicles
- Meeting / coaching on the safe driving and proper etiquette in accommodating /handling passengers

Result: _____

Vehicles properly maintained /with vehicle maintenance plan followed

Date: January 1, 2022Target Date: June 30, 2022

Next Step: _____

Periodic monitoring and checking of outputs

Outcome: Vehicles and other related facilities properly maintained

Final Step/Recommendation:

To maintain performance and or exceed the current performance.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:


LISA I. ARCE/EDGARDO E. TULIN
Asst. Director/DirectorConforme: 

Name of Ratee /Faculty/Staff