

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Socorro B. Teodosio

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.44	70%	3.11
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.36	30%	1.31
Total Numerical Rating			4.42


TOTAL NUMERICAL RATING: 4.42
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

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, 2018 to December 31, 2018.

Approved:

Socorro B. Teodosio
SOCORRO B. TEODOSIO
Ratee

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

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	15	45	4	5	4	4.33	
	Number payment voucher typed	Prepares payment vouchers	35	66					
	Number of funds transfer typed	Prepares fund transfer	8	21					
	Number reimbursement voucher typed	Prepares reimbursement	75	158					
	Number of liquidation prepared A. Cash Advance B. Travel	Prepares liquidation of A. Cash Advance B. Travel	8 10	25 30	5	4	4	4.67	
	Number of Pre-Travel Prepared	Prepares Pre-travel	10	26					
	Number of Honorarium voucher typed	Prepares honorarium voucher	5	8					
	Number of PR prepared	Prepares purchased Request	25	42					
	Number of RIS prepared	Prepares RIS	10	18					
	Number of proposal typed	Type proposal, quarterly, mid-year and year end reports	3	7					
	Number of quarterly report/project typed		3	7					
	Number of mid-year report/project typed		3	7					
	Number of yearend report/project typed		3	7					
	Number of DTR	Prepares DTR	2	6	5	5	4	4.67	
	Number of application for leave	Prepares application for leave	35	96					
	Number of travel request	Prepares travel request	15	33					
	Number of trip tickets	Prepares trip tickets	10	16					
	Number of job orders	Prepares job order	5	12					
	Number of OIC	Prepares OIC	5	9					

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	45	4	4	4	4	
8. Counter sign clearance	Number of clearance counter signed	Counter sign clearance	5	9					
9. Attend to telephone calls	Number of telephone calls received	Received/place telephone/long distance call	30	105	5	4	4	4.33	
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	5	15	4	4	4	4	
		Assist in serving snacks to visitors/meetings	6	18					
TOTAL RATING									4.44

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

To attend trainings related to her duties

e.g. client service satisfaction, front desk services and filing documents

Evaluated & rated by:

Erlinda A. Valquez
ERLINDA A. VALQUEZ
Director

Date _____

Recommending Approval:

Jose L. Bacusno
JOSE L. BACUSNO
Director for Research

Date _____

Approved by:

Othello E. Capuno
OTHELLO E. CAPUNO
VP for Research & Extension

Date _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018
Name of Staff: Socorro B. Teodosio Position: Admin 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
Total Score		98/11 = 4.36				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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					

Overall recommendation : _____


ERLINDA A. VASQUEZ
Name of Head

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

Number of Personnel: Socorro B. Teodosio

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			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:
[Signature]
MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:
[Signature]
ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SOCORRO B. TEODOSIO**
Performance Rating: Very Satisfactory

Aim: To come up systematic office procedures for efficient client service / satisfaction.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 31, 2018

First Step:
Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of in-house documents; recording of documents, database of documents (in Excell format)

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, 2019 Target Date: June 30 , 2019

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Inputting into Excell format important documents of PhilRootcrops

Outcome: Documents properly documented, labeled and filed

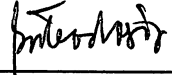
Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the 2018 PhilRootcrops Anniversary.

To attend trainings on office procedures, computer programs manipulation and front line services

Prepared by:

ERLINDA A. VASQUEZ
Director

Conforme:

Name of Ratee Faculty/Staff