

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **KIMBERLY V. CAINGCOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	4.67 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: **4.74**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.74**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


KIMBERLY V. CAINGCOY
Name of Staff

Reviewed by:


VICTOR B. ASIO
Department/Office Head

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **KIMBERLY V. CAINGCOY**, Editorial Assistant of the **OVPRE – Annals of Tropical Research** 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 to December 2018**.

KIMBERLY V. CAINGCOY

Ratee

Approved:

VICTOR B. ASIO


Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of articles submitted for ATR publication	Receives and records articles submitted for ATR publication	15	17	5	5	5	5	
	Number of returned evaluation of ATR articles by the respective referees	Facilitates the evaluation of ATR articles by the respective referees	10	10	5	4	5	4.7	
	Number of issues of ATR journal per year (2 issues per year)	Takes charge of the lay-outing, proofreading, production of camera-ready copy and does the press work	1	1	5	5	4	4.7	
	Number of distributed copies for international and local correspondence	Takes charge of the distribution and sales of the ATR as well as international and local correspondence of the ATR	100	150	5	4	4	4.3	
Total Over-all Rating								18.7	
Average Rating								4.67	

Average Rating (Total Over-all rating divided by 4)	4.67	
Additional Points:	-	
Punctuality	xx	
Approved Additional points (with copy of approval)	xx	
FINAL RATING	4.67	
ADJECTIVAL RATING	OUTSTANDING	


**Comments & Recommendations
for Development Purpose:**

Evaluated & rated by:



VICTOR B. ASIO
Dept/Unit Head

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Dean/Director
Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: Kimberly V. Caingcoy Position: SRA

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					
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		4.90			

Overall recommendation : _____


VICTOR B. ASIO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: KIMBERLY V. CAINGCOY
Performance Rating: OUTSTANDING

Aim: To further improve her performance and also the quality of the Annals of Tropical Research.

Proposed Interventions to Improve Performance:

Date: July 2, 2018 Target Date: December 31, 2018

First Step: Attended to any seminars, trainings and workshops conducted by ODAHRD, VSU.

Result: She is hardworking, dedicated, efficient and very reliable staff. She performs her duties at the ATR office excellently with very little or no supervision. Clients find her very approachable and helpful. Thus, there is no doubt that she has contributed greatly to the success of the Journal.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____


Final Step/Recommendation:

Recommended for a higher regular position.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


KIMBERLY V. CAINGCOY
Name of Ratee Faculty/Staff