



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Maria Verjie Q. Subere

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.78</u>	70%	<u>3.35</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.75</u>	30%	<u>1.42</u>
TOTAL NUMERICAL RATING			<u>4.77</u>

TOTAL NUMERICAL RATING:

4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.77

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

MARIA VERJIE Q. SUBERE

Name of Staff

OTHELLO B. CAPUNO

Department/Office Head

Recommending Approval:

JOSE L. BACUSMO

Dean/Director

Approved:


OTHELLO B. CAPUNO

Vice President

"Exhibit B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Verjie Q. Subere**, of the **Office of the Director for 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 **January to June, 2020**.

  
MARIA VERJIE Q. SUBERE  
Ratee

Approved:   
OTHELLO B. CAPUNO  
Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Efficient &amp; customer-friendly assistance</b>	90% of office visitors and queries ushered/ attended efficiently		15	20	4.8	4.8	4.8	4.8	
Research administrative support services	Number of communication, correspondence, prepared and released	Draft preparation, reproduction and ready for release, Internet and Intranet messaging for info dissemination	25	30	4.9	4.9	4.9	4.9	
<b>Scientific fora, Monitoring and evaluation</b>	Number of scientific fora hosted/ coordinated/ facilitated								
	Number of clientele served during the conduct of scientific								

	fora (Workshop, Seminar Series, etc.)								
	Number of Individual faculty workload reviewed		30	35	4.8	4.7	4.5	4.67	
	Number of individual leave status reviewed		10	15	4.8	4.7	4.5	4.67	
<b>Project Monitoring, evaluation and review in the implementation of research programs/ projects/ studies</b>	Number of R&D programs/ projects/ studies facilitated during the review	Facilitate in the monitoring ad evaluation, prepare materials for the evaluators, and consolidation							
	Number of reviews coordinated/ facilitated/ assisted	Facilitate in the production of R&D-related review materials, program preparation and compilation of papers under review							
	In House Review								
	Seminar Series								
	Regional Symposium								
	Number of research projects/ studies completed on schedule	OVPRE, Research Centers, Colleges, Faculty Researchers	5	5	4.9	4.8	4.8	4.83	
	Number of research projects/ studies monitored for internal funding	OVPRE, Research Centers, Colleges, Faculty Researchers	8	58	4.9	4.8	4.5	4.73	
	Number of R&D programs/ projects/ studies monitored	OVPRE, Research Centers, Colleges, Faculty Researchers	120	89	4.9	4.8	4.8	4.83	



<b>Reports</b>	Normative Financing Reports: Number of report for submission to OVPRGAS	Assist in the production of R&D Reports and other related documents	2	2	4.8	4.8	4.8	4.8	
	Physical Reports of operation: Number of reports submitted to OVPRG/ ODF		1	2	4.8	4.8	4.8	4.8	
	Other reports: number of reports prepared and released		2	5	4.8	4.8	4.8	4.8	
<b>Records management</b>	Number of consolidated, validated and compiled data/ record for easy retrieval	Establish, maintain and update appropriate filing system of implemented R&D program/ projects/ studies and other relevant data	5	5	4.8	4.8	4.8	4.8	
<b>Additional output</b>	Number of clientele served/ registered during the Farmers' Field Day								
<b>Total Over-all Rating</b>								<b>52.6 3</b>	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

*Highly dedicated worker  
Keep it up...*

Evaluated and Rated by:

Recommending Approval:

Approved by:

*Sam*  
JOSE L. BACUSMO.  
Unit Head

Date: \_\_\_\_\_

*OK Capuno*  
OTHELLO B. CAPUNO  
Vice President, RDE

Date: \_\_\_\_\_

*OK Capuno*  
OTHELLO B. CAPUNO  
Vice President, RDE

Date: \_\_\_\_\_

\*Rating Code: 1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Maria Verjie Q. Subere

Position: Science Research Assistant

**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		57 ÷ 12 = 4.75				



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						

Overall recommendation : \_\_\_\_\_

  
**OTHELLO B. CAPUNO**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vverjie Q. Subere

Performance Rating: Outstanding

Aim: To have an efficient M & E of Research Programs/projects/studies  
implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Continue implementation and improvement of systematic M & E recording  
of research documents.

Result:

1. Faster data retrieval.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:


1. Improve/adjust/modify data management system to further increase efficiency.

Outcome: Efficient data retrieval.


Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

  
**OTHELLO B. CAPUNO**  
Unit Head

Conforme:

  
**MARIA VERJIE Q. SUBERE**  
Name of Ratee Faculty/Staff