



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **Leonifer S. Escala**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.58</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.58**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

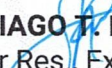
*12/3/24*

Reviewed by:

  
**MARLON M. TAMBIS/ ALAN B. LORETO**  
Assistant Director/ Director

*12/3/24*

Approved:

  
**SANTIAGO T. PEÑA JR.**  
VP for Res., Ext., &  
Innovation

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEONOFER S. ESCALA**, Administrative Aide I of 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 April 1, 2024 to June 30, 2024.

**LEONOFER S. ESCALA**

Ratee

12/2/24

Approved:

**ALAN B. LORETO**

Director

12/3/24

MFO & 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>	
Administrative Services / Utility Services	No. Rootcrops Food Processing Machines Repaired	To repaired Grater, Extruders, Spinners, Vacuum Fryer, Pneumatic Drier, Cabinet Drier, Oven Driers, Slicers and other Food Processing Machines	8 machines	3 machines	4	4	4	4	
	No. of PhilRootcrops and Project related Food Processing Machines maintain and condition for proper operations	Conducted maintenance Check-up for all Rootcrops and PRCRTC Project related Food Processing Machines for proper operations	20 Machines	10 machines	5	5	4	4.67	
	No. of hours consume in cleaning PhilRootcrops Food Processing Laboratory, Comfort Rooms and Surroundings	Cleaned/swept PhilRootcrops Food Processing Laboratory, Comfort Rooms and Surroundings	200 hrs	88 hours	4	4	4	4	



	No. of students to assist in conducting their thesis on machines operations	Assisted students in conducting their thesis on machines operations	15 Students	6 students	5	5	4	4.67	
	Number of kilos of root crops products to assist for Processing	Assisted in Processing, Cassava grates, Sweet potato strips and other root crops products	30 kgs	20 kgs	5	5	5	5	
	No. of hours consume in messenger duties	Done messengerial duties on Philrootcrops Food Processing Laboratory and Other project related documents	20 hrs	9 hrs	5	4	4	4.33	
Other duties	Number of DTRs prepared	Prepared monthly DTR	9	3	5	5	5	5	
Total Over-all Rating									31.67

Average Rating (Total Over-all rating divided by 4)	4.52	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING	4.52	
ADJECTIVAL RATING	VS	

to attend training on machine  
maintenance & improvement

Evaluated & Rated by:

  
ALAN B. LORETO  
Director

Date: 12/3/24

  
MARLON M. TAMBIS  
Assistant Director

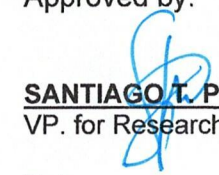
Date: 12/3/24

Recommending Approval:

  
IVY C. EMNACE  
Director for Research

Date: 12/9/24

Approved by:

  
SANTIAGO T. PEÑA Jr.  
VP. for Research for Extension and Innovation

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

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Leonifer Escala

Position: Administrative Aide I

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		52				
Average Score		4.73				
Overall recommendation:						

  
**ALAN B. LORETO**  
 Director