



Annex P

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

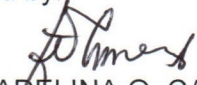
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.85


FINAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

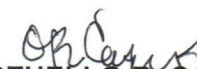
Prepared by:

  
ADELINA O. CARRENO  
Name of Staff

Reviewed by:

  
MOISES NEIL V. SERIÑO  
OIC-Director, Extension

Recommending Approval:

  
OTHELLO B. CAPUNO  
VP, Research & Extension

Approved:


  
OTHELLO B. CAPUNO  
Vice President for Research and Extension

# OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

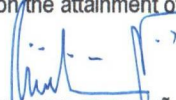
Visca, Baybay City, Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ADELINA O. CARRENO, of the OVPRE, Extension Office\_ commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period for the period July - December 2019.

  
ADELINA O. CARRENO  
BPS

Date: January 21, 2020

  
MOISES NEIL V. SERIÑO  
Director, Extension

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

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
1	Extension Services	Number of trainings/seminar-workshops conducted/coordinated/facilitated.	Coordinate, facilitate, conduct seminar-workshops/trainings/pre-test-posttest.	3	4	4.7	4.7	5	4.80	
		No. of agri trade fairs/exhibits coordinated/mounted.	Plan, coordinate, man agri trade fairs locally and nationally.	2	4	5	5	5	5.00	
		No. of Policy Manuals crafted	Research, compile, formulate policy manuals	2	3	4.6	4.7	4.6	4.60	
		No. of Extension Farm Radio Program produced .	Research, compile, translate, produce the 45 minute Extension Farm Radio Program over DYBK-FM	20	24	5	5	5	5.00	
		No. of Radio Spots/Plugs Produced	Plan, Research, Write, Produce, Pre-test, Finalize Radio Spot/Plug for airing	3	7	5	4.7	4.5	4.70	
		No. of VSU-TVET course(s) prepared for either registration and re-registration .	Coordinate/Assist in documents preparation for registration of new courses to be offered under the VSU-TVET program.	2	2	4.6	4.7	4.7	4.60	
		Number of video materials produced/dessiminated.	Plan, script write, direct video products for the FFD awarding presentation.	5	9	4.7	4.7	4.8	4.70	
		Number of training inquiries attended .	Entertain/attend to training requests either through email/letters or during clients' visits.	2	3	4.7	4.7	4.7	4.70	
		Number of interviews conducted	Conduct interviews with farmers/experts and other clients	4	5	4.8	4.8	5	4.80	
		Act as OIC to the Director for Extension during his official travels/personal leave	Act as OIC, signs documents pertinent to the office's functions, etc.	5	25	5	5	5	5.00	





## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: ADELINA O. CARRENO Position: Broadcast Production Supervisor


**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	59				
<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					
Average Score	4.92				

Overall recommendation : to develop extension radio program lodge at VSU radio station

  
**MOISES NEIL V. SERINO**  
OIC-Director, Extension

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO  
Performance Rating: Outstanding

  
Signature

Aim: **Raise the bar higher to serve better the intended clients.**

### Proposed Interventions to Improve Performance

Date: July 1, 2019

Target Date: December 31, 2019

First Step:

1. Mentoring
2. Finish Doctoral Degree

Result:

1. Improved extension projects/training delivery.

Date: January 1, 2020

Target Date: December 31, 2020

Next Step

1. Undergo formal and informal mentoring from an expert in Development and Extension Delivery.
2. Continue the program (Take Comprehensive Exam and Conduct Dissertation)

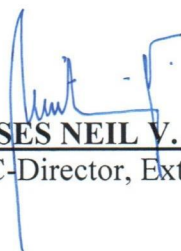
Outcome:

1. Improved performance.

Final Step/Recommendation:

1. Go through the steps in mentoring process.
2. Finish sought doctoral degree.

Prepared by:

  
**MOISES NEIL V. SERIÑO**  
OIC-Director, Extension