

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Teodomero C. Ratilla

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.797

TOTAL NUMERICAL RATING:

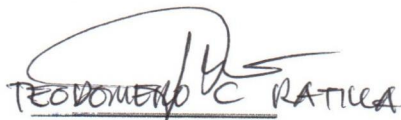
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

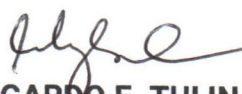
  
TEODOMERO C. RATILLA  
 Name of Staff

  
TEODOMERO C. RATILLA  
 Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

**"EXHIBIT B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, TEODOMERO C. RATILLA, of the DEPARTMENT OF AGRONOMY AND SOIL SCIENCE, 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 1, 2016 to June 30, 2016.

  
**TEODOMERO C. RATILLA**  
 Ratee

Approved:   
**BERTA C. RATILLA**  
 Unit Head

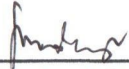
MFO & PAs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
Administrative Support Services	No. of rice varieties planted	Supervise, monitor farm operations related to instruction, research, extension and production activities	5	8	5	5	5	5.00	
	No. of corn varieties planted		2	3	4	5	5	4.67	
	No. of perennial crops planted and maintained		3	4	5	5	5	5.00	
	No. of production projects maintained		1	3	5	5	5	5.00	
	No. of croppings conducted		1	1	4	5	5	4.67	
	No. of annual crops planted and maintained		7	10	5	4	5	4.67	
	Quantity of rice seeds produced (kg)		1000	1689	5	5	5	5.00	
	Quantity of corn seeds produced (kg)		67	100	5	5	5	5.00	
	Quantity of rice seeds released (kg)		1000	1264	5	5	5	5.00	
	Quantity of corn seeds released (kg)		33	54	5	5	5	5.00	
	No. of clients served	Issue and release seeds to buyers/students	67	95	5	5	5	5.00	
	Income generated		45000.00	57004.00	5	5	5	5.00	
	No. of laboratory classes assisted	Issues needed farm supplies and materials	12	8	5	5	5	5.00	
	No. of student research assisted		6	8	5	5	5	5.00	
	No. of laborers supervised	Supervise laborers in the field	3	5	5	5	5	5.00	
	No. of project reports prepared and submitted		12	12	5	5	4	4.67	
	No. of farm tools/implements requested and procured	Request farm tools/implements/ supplies and materials	7	10	5	5	5	5.00	
	No. of farm supplies (fertilizers, etc) procured		20	20	5	5	5	5.00	
	No. of other assigned tasks performed on time		1	2	5	4	4	4.33	
	Total Over-all Rating							93.00	

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Average Rating (Total Over-all rating/19)		4.89
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		

Comments & Recommendations for  
Development Purpose:

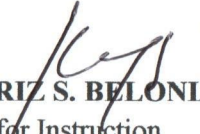
Received by:

  
\_\_\_\_\_  
Planning Office

Calibrated by:

  
REMBERTO A. PATINDOL  
PMT

Recommending Approval:

  
BEATRIZ S. BELONIAS  
VP for Instruction

Approved:

  
EDGARDO E. TULIN  
President 

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

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

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

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

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2016Name of Staff: TEODORO C. RATUAPosition: School Farm Demonstrator

**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