



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ELMERA Y. BAÑOC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.943

TOTAL NUMERICAL RATING: 4.943


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.943

FINAL NUMERICAL RATING

ADJECTIVAL RATING:


Prepared by:


ELMERA Y. BAÑOC
Name of Staff


Reviewed by:


ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Director for Extension

Approved:


SANTIAGO T. PEÑA, JR.
Vice President for Research, Extension, and Innovation


EXTENSION OFFICE


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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ELMERA Y. BANOC, Science Research Specialist I /Extension & VICARP , 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 2024.


ELMERA Y. BANOC
 Science Research Specialist I
 Date: 7/11/2024


ANTONIO P. ABAMO
 Head of Unit/Office
 Date: 7/12/24

MFO/PAPs	Success Indicator	Task Assigned	Target	Rating					Remark
				Actual	Q1	E2	T3	A4	
Research Services	PI 1. Number of Non-R and D projects implemented	Implemented non-R and D projects funded by DOST-PCAARRD	1	5	5	5	5	5.00	FIESTA, RAISE, NSTW, ICT, RSTW
	PI 2. Number of assisted and facilitated research and extension proposals/awards	Drafted/Assisted and facilitated the submission of research/activity proposals	5	33	5	5	5	5.00	Doc Quiza Mr. Gapasin Dr. Ramos 9 winners of Ugmad 20 new extension proposals ViCARP Ugnay Award
	PI 3. Number of RDE news and features articles/IECs and Knowledge Products edited and published	Wrote, edited, and published articles/IECs/knowledge products in ViCARP FB page/ViCARP Highlights and OVPREI FB Page and R and E Highlights	5	37	5	5	5	5.00	Abanteknolohiya Activity report (1) ViCARP Highlights (15) ViCARP Leaflet (1) FIESTA Rootcrops (4) Centennial Trade Fair (1) ICT Tagging (1) FFD special issue newsletter (5) OVPREI turn-over ceremony (1) First Quarter USBONG articles(6) 2 OVPREI monthly highlights

	PI 4. Number of tarpaulins/sintraboards edited and produced	Edited sintraboards and tarpaulins for events and promotions/virtual background	10	38	5	5	5	5.00	FIESTA Rootcrops (5) Centennial Trade fair (30) panels, 2 tarps, 1 sintraboards
Sub-Total									5.00
Extension Services	PI 1. Number of Extension delivery services conducted/coordinated/participated: webinars and face to face	Coordinated online delivery of extension services through the conduct of webinar and face to face sessions Regional Knowledge Management Workshop, Financial Management, Technology Pitching webinars, ISO related webinars, Event Management	2	4	5	5	5	5.00	-Resource person: RAISE @ Region 12 February 20-24, 5 CMIs, 50 participants -Orientation on SUCs Fair -Orientation for the extension project leader on the new guidelines _Resource person for CLAARRDEC re: RAISE program
	PI 2. Number of beneficiaries served								
	<i>Individuals</i>	Facilitated and assisted clients who availed ViCARP services, Extension Services, IEC materials, attended ViCARP and VSU event, availed technologies and products	2,000	2100	5	5	5	5.00	Resource person: RAISE @ Region 12 February 20-24, 5 CMIs, 50 participants 900 farmers during FFD 2024 200 during the centennial tradefair 300 during the Rootcrops FIESTA 500 during the RSTW 2024 150 during the RIRDEAP workshop

		Facilitated and assisted agencies for ViCARP and extension office undertakings and collaboration and projects implementation	20	41	5	5	5	5.00	LGU Barili, 9 ICT beneficiaries 6 RAISE beneficiaries 5 CMLs at Region 12 5 from WESVAARRDEC 3 CVAARRDEC Fatima Cooperative Cebu Chamber of Commerce MSMEs exhibitors PCC DLABS MOA ATI MOA DSWD
	Groups								
	PI 3. Number of Extension projects/ViCARP-led monitored and field evaluated	Conducted extension projects/ViCARP-led monitoring and field evaluation	10	32	5	5	5	5.00	Project on Rootcrops Fatima MPC 31 projects/farms in Visayas region evaluated
Sub-Total								5.00	
Capacity Building	PI 1. Number of trainings/workshop attended	Attended trainings and workshops	3	3	4	5	5	4.66	March training sponsored by PCAARRD Exhibits Training Web page development Workshop on FIESTA magazine
	PI 2: Number of trainings/meetings assisted, facilitated and conducted	Assisted, facilitated and conducted trainings/meetings	3	25	5	5	5	5.00	FIESTA MEETING Ugmad Meeting, Pushbutton meetings, Anniversary meetings, ViCARP meetings
Sub-Total								4.83	

Administrative and Facilitative Services	PI 1: Number of ViCARP member agencies/extension partner organizations facilitated for the conduct of campus visit, symposium, and meetings	Facilitated/documented surveys and meetings	20	32	5	5	5	5.00	Feb 8 Visited Fatima Feb 6 Visited DA-RFO8 Gov Evardone, Gov Petilla March 13, 5 fields April Negros trips Other CMLs involved in projects
	PI 2: Percentage of administrative documents acted on time (Communication, PRs, Billings, prepared tokens)	Acted on time administrative documents	95%	100%	5	5	5	5.00	
	PI 3: Percentage of participation as committee member		100%	100%	5	5	5	5.00	
	PI 5: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors on various university related activities/programs/projects and seminars	As requested	100%	5	5	5	5.00	
	PI 6: Percentage of participation as Knowledge management Cluster Coordinator and Science Communication Coordinator of ViCARP and Project Staff of RAISE KM Project	Acted as Knowledge Management Cluster Coordinator of ViCARP	100%	100%	5	5	5	5.00	
Sub-Total								5.00	
Good Practices		Acted as members of the different committees of major VSU's events	3	5	5	5	5	5.00	Trade Fair & Exhibition UGMA/FFD Uniform committee Anti-Sexual Harassment Push Button Committee
	PI 1. Number of committees involvement								
	PI 2. Membership to reputable organizations	Member of the Philippine Government Association	1	1	5	5	5	5.00	
	PI 3. Involvement in VSU's Administrative Personnel Association	Acted as Secretary for 2 consecutive terms of AdPA	1	1	5	5	5	5.00	
Sub-Total								5.00	

Total Over-all Rating								24.83	
Average Rating								4.97	
Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.97	Comments & Recommendations for Development Purpose: <i>excellent performance... recommended for higher/promotion if position is available.</i>
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated and Rated by:

ANTONIO P. ABAMO, Ph.D.

Director, Extension

Date: 7/11/24

Recommending Approval:

SANTIAGO T. PENA, JR., PhD

Vice President for Research, Extension, and Innovation

Date: 7/12/24

Approved:

SANTIAGO T. PENA, JR., PhD

Vice President for Research, Extension, and Innovation

Date: 7/12/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELMERA Y. BAÑOC

Signature: _____

Performance Rating: Outstanding

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

1. Constant follow up of the plans and targets
2. Encourage to attend activities for capability building

Result:

1. Problems and issues are immediately addressed
2. Enhance the capacity and ability to perform the tasks assigned especially in the knowledge management and event management for the consortium.

Date: July 1, 2024

Target Date: December 31, 2024

Next Step:


Empowering the staff to excel in her workplace in order to contribute for the betterment of the consortium and for the host university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

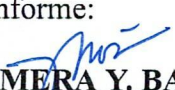
Final Step/Recommendation:

Provide opportunity for continuous learning and capability development and promotion.

Prepared by:


ANTONIO P. ABAMO
Unit head

Conforme:


ELMERA Y. BANOOC
Name of Ratee /Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: ELMERA Y. BAÑOC

Position: SCIENCE RESEARCH SPECIALIST 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.

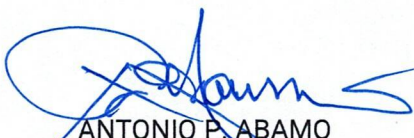
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

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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		83				
Average Score		4.88				
Overall recommendation:						
Keep up the excellent work						


 ANTONIO P. ABAMO
 Director for Extension