



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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%	1.47
TOTAL NUMERICAL RATING			4.84

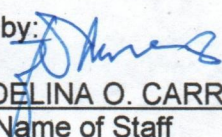
TOTAL NUMERICAL RATING: 4.84

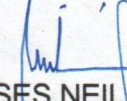
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

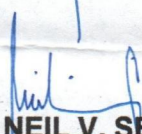
FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING:

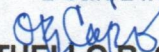
Prepared by: 
ADELINA O. CARRENO
Name of Staff

Reviewed by: 
MOISES NEIL V. SERINO
Director, Extension

Recommending Approval:


MOISES NEIL V. SERINO
Dean/Director

Approved:


OTHELLO B. CAPUNO
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Adelina O. Carreno** of the **Office of the Director for Extension** 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.

ADELINA O. CARRENO

Ratee

Approved:
Head of Unit

MOISES NEIL V. SERIÑO

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Extension Services	No. of Trainings/Seminar-workshop conducted/coordinated	Coordinate, facilitate, conduct seminar-workshops/ trainings/pre/posttests	2	4	5	5	5	5.0	Able to con-duct 3 orientations/seminars and facilitated 1 training (This was done prior to COVID 19 pandemic outbreak)
	No. of Agri/trade fairs participated	Planned, coordinated, manned agri/trade fairs/exhibits at the provincial/regional/national exhibitions	2	1	4.7	4.0	4.0	4.23	Participated in only one (1) exhibition last March 5-12, 2020. After that, community lock-down was proclaimed due to COVID 19 PANDEMIC out break
	No. of Extension Farm Radio Program Produced/Aired	25	43		5	5	5	5.0	The under-signed was able to host the program up to March 3, 2020 only.
	No. of UGMAD nominees attended/evaluated	8	25		5	5	5	5.0	Up to receiving nominees only due to the presence of COVID 19 pandemic
	No. of articles written	Wrote an article for the R & E Highlights	1	1	5	4	4	4.33	Article for the 2019 R&E high-lights
	No. of Radio Spots/Plugs Produced	Produced Plug for airing	5	7	5	5	5	5.0	Aired over Groove FM's Extension Farm Radio Program
	No. of video materials for FFD	Produced video for FFD presentation	2	1	4.2	4.0	4.0	4.07	Was not able to do all due to COVID-19 Produced only the promo video
	No. of training inquiries attended	Entertained/attended to training requests either through e-mail/letters/client's visit	2	3	5	5	5	5.0	Two re-quests were made by the PNP Baybay and the other from the DFST

	No. of interviews conducted	Conducted interviews with farmers/experts and other clients	5	8	5	5	5	5.0	Interviewed for the R&E high-lights and for the FFD story back-ground pres'n.
	As OIC to the Director for Extension during his official travels, etc.	Signed documents for and in behalf of my superior(s)	7	15	5	5	5	5.0	Meetings like the APB, etc. Signed official documents on my supervisor's behalf
	No. of IEC materials critiqued	Critiqued IEC materials produced by academic department(s)	5	6	5	5	5	5.0	Posters, flyers, etc.
	No. of meetings attended in behalf of	Attended important meetings in behalf of supervisor(s)	2	4	5	5	5	5.0	Meetings like APB, UADCO, etc.
	No. of chairmanships/memberships to extra-curricular activities of the university	Acted as chairperson, co-chair and/or member to different committees	2	5	5	5	5	5.0	Committees formed prior to COVID 19 out-break
Total Over-all Rating								62.63	

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Your impartial and sincere services to our clients is noteworthy and worth emulating by our younger staff. Continue to do good!

Evaluated & Rated by:

MOISEL NEIL V. SERIÑO
Dept/Unit Head

Date: _____

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Date: _____

Approved by:

OTHELLO B. CAPUNO
Vice President

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 30, 2020

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. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>		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 : Reframe extension activities to accommodate offline clients

MOISES NEIL V. SERINO

Printed Name and Signature
Director, Extension

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ADELINA O. CARRENO

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step:

Mentoring

Finish Doctoral Degree

Result:

Improved extension projects/training delivery

Date: July 1, 2020

Target Date: December 31, 2020

Next Step:

Undergo formal and informal mentoring from an expert in Development and Extension Delivery.

Continue the program (Take Comprehensive Exam and Conduct Dissertation)

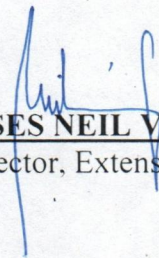
Outcome:

1. Improved performance

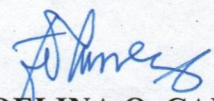
Final Step/Recommendation:

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

Prepared by:


MOISES NEIL V. SERINO
Director, Extension

Conforme:


ADELINA O. CARRENO
Name of Ratee Faculty/Staff