

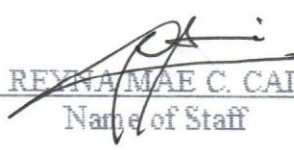
# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: REYNA MAE C. CAINTIC


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: 4.62  
 FINAL NUMERICAL RATING 4.62  
 ADJECTIVAL RATING: 0


Prepared by:

  
REYNA MAE C. CAINTIC  
 Name of Staff


Reviewed by:

  
ROSARIO A. SALAS  
 Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
 President

I, REYNA MAE CAINTIC of the Dept. of Horticulture 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 July, 2017.

  
REYNA MAE CAINTIC  
Date

Approved:


  
ROSARIO A. SALAS  
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			
					Q1	E2	T3	A4
4	No. of research projects maintained/prepared	Lead in the preparation, planting, staking, plotting, harvesting of plants	2	3	5	5	4	4.66
	No. of data gathered	Data gathered, recorded, analyzed and tabulated	10	15	5	5	5	5
	No. of reports made/submitted	Submitted reports	3	3	5	5	4	4.66
	No. of labor managed/supervised in the nursery	Supervised laborers	4	4	5	5	4	4.66
Other tasks in support to research services	No. of vegetables sold kg/harvest. Seed extraction	Selling of fresh vegetables and seeds	1000	1500	5	5	5	5
Other functions in support to instruction	No. of reports made for STF Locally Grown Vegetable Seeds	Submitted reports	6	6	5	5	5	5
	No. of student activities assisted	Hold class when instructor concerned is on travel/Proctor in examination Checking of test papers/laboratory exercises	3 10	4 10	5 5	5 5	5 5	5 5
	No. of laboratories maintained	Maintained the vegetable and seed laboratories	2	2	5	5	4	4.66
	No. of committees served as member	Member of working committees for VSU Anniversary	2	2	5	5	5	5
Total Overall Ratings								4.86

4) Average Rating (Total Over-all rating divided by Additional Points:	4.86	3.40
Punctuality	4	1.2
Approved Additional points (with copy of approval)		
FINAL RATING		4.6
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Received by:  
  
 PERESMA L. QUINAMOLA  
 Planning Office

Calibrated by:  
  
 REMBERTO A. NANDOL  
 PMT

Recommending Approval:  
  
 BEATRIZ S. BELONIAS  
 Vice President

Approved by:  
  
 EDGARDO E. TULIN  
 President

Date: \_\_\_\_\_  
 1 - quality  
 2 - Efficiency  
 3 - Timeliness  
 4 - Average

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

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

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017

Name of Staff: REYNA MAE C. CAINTIC Position: Science Res. Asst.

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