

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARSENIA M. POSAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		4.66 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.67 x 30%	1.40
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

Ar
ARSENIA M. POSAS
Name of Staff

Othello B. Capuno
OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President

Othello B. Capuno
OTHELLO B. CAPUNO

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arsenia M. Posas, of the VICARP, VSU commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2017.

ARSENIA M. POSAS
Ratee

OTHELLO B. CAPUNO
Head of Unit

Date: _____

MFO	MFO Description	Success/Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
I. Administrative and Facilitative Services										
	P1. 1. Number of documents prepared and submitted on time		Prepares vouchers, RIS, PJR, Travel Order, Trip Tickers, Cash advances, Liquidation report, Itinerary of travel, Reimbursement, Fund transfer, Letter request, Purchase Order, Payrolls, Canvass paper, Abstract of Quotation, Waste Material Report, OBRS, BURS, OIC ship, Certification, Application for leave, Inspection Report, Incentive of Support staff, Honoraria of RRDCC Chairman, Consortium Director, Coordinators , Appoin tments of contractual/casual/job order/MOOE staff	Prepares 100 vouchers RIS 10, PR 8, Travel Order 20, Trip tickets 20, Cash advances 15, Liquidations 15, Itinerary of travel 20, Reimbursements 20, Fund Transfer 10, Letter Request 12, Purchase Order 6, Payrolls 10, DTR 12,Canvass paper 6, Abstract of Quotation 6, OICship 6, Certification 10, Waste material report 4, ORS/ BURS 30, Application for leave 10, Inspection report 25, Incentive of support staff 25, Honoraria of RRDCC chairman 1, Cons. Dir. 1, Coords 4, Appointment of Contractual/Casual/JO/MOOE staff, etc.2	Prepared vouchers 250 RIS 30, PR 35, Travel order 40, Trip tickets 45, Cash advances 20, Liquidations 20, Itinerary of travel 45, Reimbursement 46, Fund transfer 15, Letter Request 10, Purchase Order 16, Payrolls 8, DTR 6, Canvass paper 11, Abstract of Quotation 11, OICship 10, Certification 15, Waste Material Report 7, ORS/BURS 26, Application for leave 15, Inspection report 46, Incentive of support staff 30, RRDCC chairman 4, Consortium Director 10, Coordinators 20, Project Leader 12, Appt. of contractual/casual/JO/MOOE staff, etc. 4	5	5	5	5	

P1 2. Number of documents recorded & facilitated for processing	Recorded & facilitated documents for processing	150 documents recorded & facilitated for processing 40 incoming & outgoing comm./doc. recorded	277 doc. Recorded & facilitated for processing	5	4	4	4.33
P1 3. Number of incoming & outgoing comm./doc. recorded/consolidated/bound/Files	Record incoming & outgoing communication/documents and consolidate/bound and file	2 consolidated/bound documents/files	68 incoming & outgoing communication recorded 3 consolidated/bound doc./files				
P1 4. Number of purchasing office supplies for trainings/ workshop/symposium	Purchase of office supplies for training/workshop/symposium	Purchase of office supplies for trainings/workshop/symposium (1)	Purchase of office supplies for trainings/workshop/symposium (2)				
P1 5. Number of official communication encodes and print	Encodes and print official communication	Encodes and print official comm. (2)	Encoded and printed official time communications (5)				
P1 6. Number of documents photocopy		Photocopy documents (1,019)	2,250 documents photocopied within specified				

MFO 2. Research Services

P1 1. Number of meetings & workshop organized and reproduce	Facilitation/preparation of meetings/workshop/serving of meals/snacks	Assist in facilitation / preparation of meetings & workshop organized and reproduction of minutes of meetings Assists in facilitated during the meeting proper Facilitation for food and accommodation of meals/ snacks of visitors during meeting	Assisted 8 meetings organized and facilitated Follow-up confirmation of participants Assisted in preparation for accommodation and serving of meals/snacks of visitors during meeting	5	5	5	5
P1. 2. Number of VICARP members, LGU representatives, enumerators, technical experts & farmers leaders and assisted VICARP training/workshop	Prepared honorarium 53 members LGU representatives and assisted VICARP training workshop	Prepare honorarium for VICARP members Assisted VICARP coordinated trainings/workshop	53 members RRDCC (27), RTWG (21), RDCC (1), TTCC (1), KM-RACO (1), KM-RMIS (1), RGAD (1)	5	5	5	5

	P1 3. Number of RDE reports packaged and produced/ IEC materials distributed/ coordinate/supervised RDE scientific and related for review		No. of IEC materials distributed No. of coordinated/ supervised RDE scientific and related for reviews	Assisted in reproduction of IEC materials & distribution (200) Assisted in the reproduction of materials for the cluster reviews	4	4	4	4
MFO 3.	Extension Services							
	P1 1. Number of extension training/seminar workshops approved/supported/conducted coordinated	Secretariat No. of training-seminar workshop/reviews and Meetings		Assisted in the preparation / reproduction of materials for the In-house Reviews, Meetings and RDE Symposium Joint VICAARP-RRDEN 29 th Regional RDE Symposium Training-Workshop on Bamboo Jackfruit Fiesta 2017 2017 Farmers Field Day	5	5	5	5

MFO 4. Frontline Services			Officers of the day	Officers of the day	5	4	4	4.33
	P1 1 Efficient and customer-friendly Frontline service	Zero percent complaint from clients served						
	Total Over-all Rating							4.66
	Average Rating							
	Adjectival Rating							

Received by: 

Planning Officer
Date _____

Calibrated by: 

REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date _____

Recommending Approval



OTHELLO CAPUNO
Vice-Pres. for Res. and Ext'n. &
VICARP Director & VP for R&E
Date _____

Approved: 

EDGARDO E. TULIN, Ph.D.
President
Date _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: Arsenia M. Posas

Position: Adm. Aide III

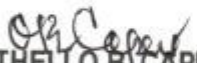
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	56				
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					
Average Score	4.67				

Overall recommendation : _____


OTHELLO B. CAPUNO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee ARSENIA M. POSAS

Signature: 

Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations

Proposed Interventions to Improve Performance:

Date: July 1, 2017 Target Date: December 31, 2017

First Step:

-
1. To come up submission of documents on time.
 2. Number of meetings & workshop organized & reproduce
 3. Number of extension training/seminars/workshop approved
-

Results:

1. Systematic preparation achieved

Date: January 1, 2018 Target Date: June 30, 2018

Next Step:

1. Application of data base management system

Outcome:

1. Efficient office operation

Final Step/Recommendation:

Recommended for promotion

Prepared by:



OTHELLO B. CAPUNO
Vice President, R & E