



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: BONIFACIO CASTILLO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.91	70%	2.74
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.42	30%	1.03
TOTAL NUMERICAL RATING			3.77

TOTAL NUMERICAL RATING: 3.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 3.77

FINAL NUMERICAL RATING 3.77

ADJECTIVAL RATING: satisfactory

Prepared by:

Emelita S. Pausanos
EMELITA S. PAUSANOS
Name of Staff

Reviewed by:

Deejay M. Lumanao
DEEJAY M. LUMANAO
Department/Office Head

Recommending Approval:

Suzette B. Lina
SUZETTE B. LINA
Dean/Director

Approved:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Date: July 10, 2024

[illegible]

Average Rating (Total Over-all Rating divided by 4)		3.91
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		3.91
ADJECTIVAL RATING		VERY SATISFACTORY
		Satisfactory

Comments & Recommendations for Development Purpose:
He should stay in the office during office hours after delivering all the documents and do other task.

Evaluated & Rated by:


DEEJAY M. LUMANAO

Dept/Unit Head

Date: July 10, 2024


Recommending Approval:


SUZETTE B. LINA

Dean, CAFS

Date: 7/10/24

Approved by:


ROTACIO S. GRAVOSO

Vice President

Date: 8/1/24

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

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of Teaching Materials		X (DSS meeting)			Improved a lot already
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
Coaching					
<ul style="list-style-type: none">- Root cause analysis- Identifying corrective action- Making of OBE-Syllabus		Group meeting			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UMFO I. ADVANCED EDUCATION SERVICES								
PI 4. Total FTE coordinated, implemented & monitored*	1. Handles subjects/courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
PI 10: Additional outputs	1. Acts as academic adviser to graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	2. Entertains students seeking consultation with faculty	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Emelita Pausanos	Jan- June	/	/	/	/	accomplished
	3. Conducts and checks examinations for graduate subject handled	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	4. Submits gradesheets for graduate subjects	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	June				/	accomplished
	5. Conducts comprehensive examination for graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan-June			/	/	accomplished
	6. Prepares	Suzette B. Lina	Jan-June	/	/	/	/	accomplished

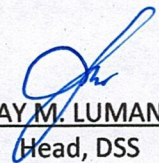
	Instructional learning resources for graduate subjects	Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes						
UMFO 2. HIGHER EDUCATION SERVICES								
PI 10: Total FTE, coordinated, implemented and monitored *	1. Handles and teaches courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 15: Number of instructional materials/syllabi approved	1. Prepares instructional materials/syllabi for approval	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 16: Percentage of courses offered with final grades submitted within the allowable period	1. Submits grade sheets within allowable period	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	June				/	accomplished
PI 19: Additional Outputs	1. Administers and checks long examination for subjects taught	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	2. Prepares and checks quizzes for lec and lab	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	3. Checks lab reports and term papers submitted as required	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished

	4. Assists student organizations in implementing student related activities	Kenneth Oraiz Anane Sereñina Emelita Pausanos	April		/			accomplished
UMFO 3. RESEARCH SERVICES								
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	1. Conducts research for possible utilization by industry or other beneficiaries	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz	Jan-June	/	/	/	/	On-going
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	1. Prepares, submits and presents research paper in scientific fora/conferences	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina						
PI 7: Amount of research money obtained from external sources	1. Requests for research money from external sources	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan	/				accomplished
UMFO 4. EXTENSION SERVICES								
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	1. Identifies and links with probable partners for extension activities and maintains this active partnership	Suzette B. Lina Deejay M. Lumanao	June				/	accomplished
PI 2. Number of trainees weighted by the length of training	1. Conducts trainings among beneficiaries of technologies for transfer	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	July			/		To be conducted
PI 5. Number of technical/expert services	1. Provides the technical and expert services requested by beneficiaries	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	June			/		accomplished
PI 6: Number of extension proposals submitted	1. Prepares extension project proposals and submits for review	Suzette B. Lina	Jan		/			accomplished

PI 8: Number of extension proposals implemented	1. Implements duly approved extension projects	Suzette B. Lina Deejay M. Lumanao	Jan-June	/	/	/	/	On-going
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	1. Prepares, submits and presents extension paper in conferences	Deejay M. Lumanao	July	/				accomplished
UMFO 5. SUPPORT TO OPERATIONS								
PI 7: Number of trainings, seminars, and conferences attended	1. Attends training, seminars, and conferences attended (international, national, regional/institutional)	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina	March				/	accomplished
PI 18: Number of students from other schools having summer program supervised	1. Acts coordinator/facilitator for students from other schools having summer program in VSU	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 19: Number of external institutions/agencies conducting benchmarking activities served	1. Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 20: Number of students from other academic departments conducting research activities served	1. Facilitates in assisting students from other academic depts conducting research activities	Angelica Asoy Emelita Pausanos	May			/	/	accomplished
UMFO 6. GENERAL ADMIN & SUPPORT SERVICES								
PI 3: Number of committee meetings conducted	1. Acts as committee chairman	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan-June	/	/	/	/	accomplished
PI 4: Number of routinary documents acted	1. Signs documents	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie	Jan-June	/	/	/	/	accomplished

		Quiñones Anane Sereñina						
PI 9: Number of submitted DTR within 20 days after the last day of the month	1. Submits DTR within 20 days after the last day of the month	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina Emelita Pausanos Bonifacio Castillo Angelica Asoy	Jan-June	/				accomplished

Prepared by:


DEEJAY M. LUMANAO
 Head, DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BONIFACIO E. CASTILLO**

Performance Rating: _____

Aim: To aim for outstanding rating

Proposed Interventions to Improve Performance:

Date: Jan 2024

Target Date: June 2024

First Step:

To exercise and practice ISO protocols applicable for the position for excellent service.

Result:

Improved processing of office documents

Date: July 2024

Target Date: Dec 2024

Next Step:

Continue to follow and practice ISO protocols and other related interventions in processing the documents when applicable to meet excellent performance.

Outcome: Improved processing of office documents and other related to the field functions.


Final Step/Recommendation:

If there are trainings and seminars related to the duties and responsibilities of Admin Aid III, he will be encouraged to attend.

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


BONIFACIO E. CASTILLO
DSS Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: BONIFACIO CASTILLO Position: ADMIN AIDE III

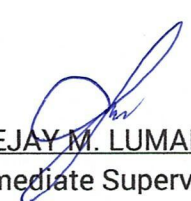
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	3.48				
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					
Overall recommendation: Should be stay in the office during office hours after delivering all documents and other task.					


DEEJAY M. LUMANAO
 Immediate Supervisor