

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **ARSENIA M. POSAS**

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

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING:           

Prepared by:

Reviewed by:

*gmp*  
**ARSENIA M. POSAS**  
Name of Staff

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

Recommending Approval:

*for:* *OK*  
*ident*  
*[Signature]*  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

*[Signature]*  
**EDGARDO E. TULIN**  
President

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 January to June, 2017. (ok)

*gmp*  
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 |         |
| MFO | 1. Administrative and Facilitative Services               |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |            |            |         |         |
|     | PI. 1. Number of documents prepared and submitted on time |                                     | Prepares vouchers, RIS, PIR, 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 , Appointments of contractual/casual/job order/MOOE staff | Prepares 100 vouchers RIS 10, PR 20, Travel Order 25, Trip tickets 15, Cash advances 10, Liquidations 10, Itinerary of travel 15, Reimbursements 20, Fund Transfer 5, Letter Request 8, Purchase Order 5, Payrolls 5, DTR 10,Canvass paper 5, Abstract of Quotation 5, OICship 5, Certification 5 Waste material report 2, ORS/ BURS 10, Application for leave 8, Inspection report 10, Incentive of support staff 20, Honoraria of RRDCC chairman 2, Cons. Dir. 2, Coords 4, Appointment of Contractual/ Casual/JO/MOOE staff, etc. 2 | Prepared vouchers 243, RIS 24, PR 30, Travel order 36, Trip tickets 30, Cash advances 26, Liquidations 26, Itinerary of travel 30, Reimbursements 28, Fund transfer 16, Letter Request 14, Purchase order 15, Payrolls 18, DTR 16, Canvass paper 10, Abstract of Quotation 16, OICship 11, Certification 12, Waste Material Report 5, ORS/BURS 21, Application for leave 15, Inspection report 25, Incentive of support staff 30, RRDCC chairman 4, Cons. Dir. 4, Coordinators 8, proj. leader 12, Appt. of cont./casual/ JO/MOOE staff, etc. 4 | 5       | 5          | 5          | 5       |         |

|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                   |   |   |   |   |   |  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|--|
|            | <p>P1 2. Number of documents recorded &amp; facilitated for processing</p> <p>P1 3. Number of incoming &amp; outgoing comm./doc. recorded/consolidated/bound/Files</p> <p>P1 4. Number of purchasing office supplies for trainings/ workshop/symposium</p> <p>P1 5. Number of official communication encodes and print</p> <p>P1 6. Number of documents photocopy</p> | <p>Recorded &amp; facilitated documents for processing</p> <p>Record incoming &amp; outgoing communication/documents and consolidate/bound and file</p> <p>Purchase of office supplies for training/workshop/symposium</p> <p>Encodes and print official communication</p> | <p>150 documents recorded &amp; facilitated for processing</p> <p>40 incoming &amp; outgoing comm./doc. recorded</p> <p>2 consolidated/bound documents/files</p> <p>Purchase of office supplies for trainings/workshop/symposium (1)</p> <p>Encodes and print official comm. (2)</p> <p>Photocopy documents (1,019)</p> | <p>273 doc. Recorded &amp; facilitated for processing</p> <p>62 incoming &amp; outgoing communication recorded</p> <p>3 consolidated/bound doc./files</p> <p>Purchase of office supplies for trainings/workshop/symposium (2)</p> <p>Encoded and printed official time communications (4)</p> <p>2,139 documents photocopied within specified</p> | 5 | 5 | 5 | 5 | 5 |  |
| <b>MFO</b> | <b>2. Research Services</b>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                   |   |   |   |   |   |  |
|            | <p>P1 1. Number of meetings &amp; workshop organized and reproduce</p>                                                                                                                                                                                                                                                                                                | <p>Facilitation/preparation of meetings/workshop/serving of meals/snacks</p>                                                                                                                                                                                               | <p>Assist in facilitation / preparation of meetings &amp; workshop organized and reproduction of minutes of meetings</p> <p>Assists in facilitated during the meeting proper</p> <p>Facilitation for food and accommodation of meals/ snacks of visitors during meeting</p>                                             | <p>Assisted 2 meetings organized and facilitated</p> <p>Follow-up confirmation of participants</p> <p>Assisted in preparation for accommodation and serving of meals/snacks of visitors during meeting</p>                                                                                                                                        | 5 | 5 | 5 | 5 | 5 |  |

|               | P 1. 2. Number of VICARP members, LGU representatives, enumerators, technical experts & farmers leaders and assisted VICARP training/workshop | Prepared honorarium of LGU representatives and assisted VICARP training workshop | Prepare honorarium for VICARP members                                 | 53 members                                                                                                                                                                                 | 5 | 5 | 5 | 5 | 5 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
|               |                                                                                                                                               |                                                                                  |                                                                       |                                                                                                                                                                                            |   |   |   |   |   |
|               |                                                                                                                                               |                                                                                  | Assisted VICARP coordinated trainings/ workshop                       | <ul style="list-style-type: none"> <li>• RRDC (25)</li> <li>• RTWG (21)</li> <li>• RDCC (1)</li> <li>• TTCC (1)</li> <li>• KMCC-RACO (1)</li> <li>• KM-RMIS (1)</li> <li>• RGAD</li> </ul> |   |   |   |   |   |
|               | P1 4. Number of RDE reports packaged and produced/ IEC materials distributed/ coordinate/supervised RDE scientific and related for review     |                                                                                  | No. of RDE reports packaged and reproduced                            | Accomplishments, Lingkod Bayan Award                                                                                                                                                       | 5 | 5 | 5 | 5 | 5 |
|               |                                                                                                                                               |                                                                                  | No. of IEC materials distributed                                      | Assisted in reproduction of IEC materials & distribution (200)                                                                                                                             |   |   |   |   |   |
|               |                                                                                                                                               |                                                                                  | No. of coordinated/ supervised RDE scientific and related for reviews | Assisted in the reproduction of materials for the cluster reviews                                                                                                                          |   |   |   |   |   |
| <b>MFO 3.</b> | <b>Extension Services</b>                                                                                                                     |                                                                                  |                                                                       |                                                                                                                                                                                            |   |   |   |   |   |
|               | P1 1. Number of extension training/seminar workshops approved/supported/conducted coordinated                                                 | Secretariat                                                                      |                                                                       |                                                                                                                                                                                            |   |   |   |   |   |
|               | P1 2. Number of lakbay-aral/continuing education program facilitated                                                                          | Secretariat                                                                      |                                                                       | Assisted the VICARP continuing education program                                                                                                                                           | 4 | 4 | 4 | 4 | 4 |

MFO 4. Frontline Services

| P1 1.Efficient and customer-friendly<br>Frontline service | Zero percent complaint<br>from clients served | Officers of the day | Officers of the day | Officers of the day | Officers of the day | Officers of the day |
|-----------------------------------------------------------|-----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Total Over-all Rating                                     |                                               |                     |                     |                     |                     | 4.66                |
| Average Rating                                            |                                               |                     |                     |                     |                     |                     |
| Adjectival Rating                                         |                                               |                     |                     |                     |                     |                     |

Received by:

Calibrated by:

Recommending Approval

Approved:

for:

12/16/17

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

Date

OTHELLO B. CAPUNO  
Vice Pres. for Res. and Ext'n. &  
VICARP Director

Date

EDGARDO E. TULIN, Ph.D.  
President

Date

Planning Officer  
Date

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2017

Name of Staff: Arsenia M. Posas

Position: Adm. Aide III

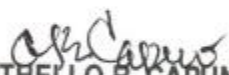
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>                                                                                                                                | 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: January 1, 2017 Target Date: June 30, 2017

First Step:

1. To come up with a systematic recording of documents.
2. To attend a training on data management system.

Result:

1. Systematic recording of documents achieved

Date: July 1, 2017

Target Date: December 31, 2017

Next Step

1. Application of data base management system

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion

Drawn by: