



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Teodosio, Socorro B.**

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage<br>Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|-----------------------------|---|
| Numerical Rating per IPCR  | 4.76                    | 70%                         | 3.33                                    |
| Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.83                    | 30%                         | 1.45                                    |
| Total Numerical Rating   |                         |                             | 4.78                                    |

TOTAL NUMERICAL RATING: **4.78**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING **4.78**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

Reviewed by:

  
**MARIA ELSA M. UMPAD**  
AO II

  
**ERLINDA A. VASQUEZ**  
Director

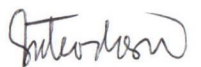
Approved:

  
**OTHELLO B. CAPUNO**  
VP for R&E


"EXHIBIT B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, SOCORRO B. TEODOSIO, of the, PhilRootcrops 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 1, 2019 to June 30, 2019.

  
**SOCORRO B. TEODOSIO**  
Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
Head of Unit

| MFO & PAPs   | Success Indicators   | Task Assigned   | Target  | Actual Accomplishment | Rating         |                |                |                | Remarks |
|--|--|---|---------|-----------------------|----------------|----------------|----------------|----------------|---------|
|  |  |   |         |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| ADMINISTRATIVE SERVICES:<br><br>Prepare financial Documents and other typing request | Numbers of advance typed                                       | Prepares cash advances                                  | 15      | 42                    |                |                |                |                |         |
|  | Number payment vouchers typed                                  | Prepares payment vouchers                               | 25      | 66                    |                |                |                |                |         |
|  | Number of funds transfer typed                                 | Prepares fund transfer                                  | 6       | 24                    | 5              | 5              | 5              | 5              |         |
|  | Number reimbursement voucher typed                             | Prepares reimbursement                                  | 75      | 156                   |                |                |                |                |         |
|  | Number of liquidation prepared<br>A. Cash Advance<br>B. Travel | Prepares liquidation of<br>A. Cash Advance<br>B. Travel | 8<br>10 | 24<br>30              |                |                |                |                |         |
|  | Number of Pre-Travel Prepared                                  | Prepares Pre-travel                                     | 10      | 26                    |                |                |                |                |         |
|  | Number of Honorarium voucher typed                             | Prepares honorarium voucher                             | 3       | 8                     |                |                |                |                |         |
|  | Number of PR prepared  | Prepares purchased Request                              | 25      | 48                    |                |                |                |                |         |
|  | Number of RIS prepared   | Prepares RIS  | 10      | 22                    |                |                |                |                |         |
|  | Number of proposal typed                                       | Type proposal, quarterly, mid-year and year end reports | 2       | 5                     |                |                |                |                |         |
|  | Number of quarterly report/project typed                       |   | 2       | 5                     |                |                |                |                |         |
|  | Number of mid-year report/project typed                        |   | 2       | 5                     |                |                |                |                |         |
|  | Number of yearend report/project typed                         |   | 2       | 5                     |                |                |                |                |         |
|  | Number of CSRs/DTR   | Prepares CSRs/DTR                                       | 6       | 6                     |                |                |                |                |         |



|  |  |   |     |      |   |   |   |   |  |
|--|--|---|-----|------|---|---|---|---|--|
|  | Number of application for leave  | Prepares application for leave  | 30  | 98   |   |   |   |   |  |
|  | Number of travel request   | Prepares travel request   | 15  | 45   |   |   |   |   |  |
|  | Number of trip tickets   | Prepares trip tickets   | 15  | 48   |   |   |   |   |  |
|  | Number of job orders   | Prepares job order  | 5   | 30   |   |   |   |   |  |
|  | Number of OIC  | Prepares OIC  | 5   | 11   |   |   |   |   |  |
| 2. Files/Retrieves and Archives Old Record   | Number of incoming and outgoing communication filed                                | Files incoming and outgoing communication   | 450 | 1250 |   |   |   |   |  |
|  | Number memoranda filed   | Files memoranda   | 36  | 75   |   |   |   |   |  |
|  | Number of memo circular filed  | Files memo circular   | 60  | 174  |   |   |   |   |  |
|  | Number of MOA filed  | Files MOA   | 3   | 6    |   |   |   |   |  |
|  | Numbers of research proposal filed (quarterly, mid-year and year-end)              | Files research proposal (quarterly, mid-year, year-end, project. communication & financial reports.       | 150 | 450  |   |   |   |   |  |
|  | Number of personal record of regular, contractual, casual and MOOE employees filed | Files personal records of all PhilRootcrops staff (regular, contractual, casual and MOOE employees filed) | 800 | 1500 | 5 | 5 | 5 | 5 |  |
|  | Number of folders prepared for putting of labels for new files                     | Prepares folder & putting of labels for new files ( projects / personnel)                                 | 6   | 36   |   |   |   |   |  |
|  | Numbers of old record archives and submitted to records division                   | Retrieve old files/records rehabilitated and archived and submitted to records division                   | 45  | 150  |   |   |   |   |  |
| 3. Monitored/Record daily expenditures of PhilRootcrops Projects Under Trust and Projects funded outside VSU | Number of daily expenditures of projects under Trust monitored/record              | Monitor/record daily expenditures of projects under Trust funds /Funded outside VSU.                      | 75  | 250  |   |   |   |   |  |
|  |  |   |     |      |   |   |   |   |  |
| 4. Check and prepares bills/payments   | Number of bills prepared for used of training hall                                 | Check and prepares bill/payments for used of Philrootcrops training hall, and sales of food products.     | 5   | 8    |   |   |   |   |  |
|  | Number of bills prepared for root crop food product.                               |   | 4   | 18   | 5 | 5 | 5 | 5 |  |
|  | Number of telephone bills prepared   |   | 6   | 18   |   |   |   |   |  |

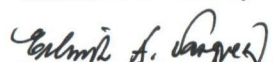
|   |   |   |              |             |   |   |   |   |      |
|---|---|---|--------------|-------------|---|---|---|---|------|
| 5. photocopies/riso<br>of documents   | Number of documents<br>photocopied<br>Number of document<br>risograph | Photocopies of documents<br>Risograph questionnaire/office<br>forms/ project reports etc. | 200<br>2,500 | 500<br>5500 |   |   |   |   |      |
| 6. Acts as property<br>custodian of the<br>Center specially in<br>kitchen wares | Number of kitchen wares<br>monitored                                  | Monitor numbers of<br>utensils/kitchen wares in the<br>center                             | 25           | 150         | } | 5 | 4 | 4 | 4.33 |
|   | Numbers of gathering/party<br>/meetings of the center                 | Prepares them when there is<br>gathering/party /meetings of the<br>center                 | 15           | 46          |   |   |   |   |      |
|   | Number of utensils returned   | Returned/place them in the<br>cabinet after using   | 50           | 150         |   |   |   |   |      |
|   |   |   |              |             |   |   |   |   |      |
| 7.<br>Coordinates/record<br>assigned typing<br>activities of other<br>clerks    | Number of typing activities<br>assigned other clerks                  | Coordinates/record assigned<br>typing activities of the clerks                            | 15           | 65          |   | 5 | 5 | 4 | 4.67 |
| 8. ounter sign<br>clearance   | Number of clearance counter<br>signed                                 | Counter sign clearance  | 2            | 5           |   |   |   |   |      |
|   |   |   |              |             |   |   |   |   |      |
| 9. Attend to<br>telephone calls   | Number of telephone calls<br>received                                 | Received/place telephone/long<br>distance call  | 30           | 260         |   | 5 | 5 | 5 | 5    |
|   |   |   |              |             |   |   |   |   |      |
| 10. Other duties<br>needed by the<br>center                                     | Perform other duties from time<br>to time                             | Receive Centers visitors and refer<br>them to appropriate center staff for<br>assistance  | 5            | 30          |   | 5 | 4 | 4 | 4.33 |
|   |   | Assist in serving snacks to<br>visitors/meetings  | 6            | 18          |   |   |   |   |      |
|   |   |   |              |             |   |   |   |   |      |
| TOTAL RATING  |   |   |              |             |   |   |   |   |      |

|   |  |             |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 4) |  |             |
| Additional Points:                                  |  |             |
|   |  |             |
| Punctuality   |  |             |
| Approved Additional points (with copy of approval)  |  |             |
| FINAL RATING  |  | 4.74        |
| ADJECTIVAL RATING                                   |  | Outstanding |

**Comments & Recommendations for Development Purpose:**

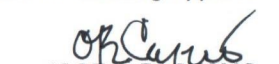
To attend trainings on document filing and other capability build up trainings

Evaluated & Rated by:

  
ERLINDA A. VASQUEZ  
 Dept/Unit Head


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

Recommending Approval:

  
JOSE L. BACUSMO  
 Director for Research

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

Approved by:

  
OTHELLO B. CAPUNO  
 VP, Research & Extension

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

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 – June 30, 2019

Name of Staff: Socorro B. Teodosio Position: AA IV

**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 |

|  |       |   |   |   |   |
|--|-------|---|---|---|---|
| improvement of his work accomplishment   |       |   |   |   |   |
| 12. Willing to be trained and developed  | 5     | 4 | 3 | 2 | 1 |
| Total Score  | 483   |   |   |   |   |
| <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  | 4.83  |   |   |   |   |

Overall recommendation : Outstanding

  
ERLINDA A. VASQUEZ  
Director



PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| X | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| X | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4th             |                                 |

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Socorro B. Teodosio

*Socorro B. Teodosio*

| Activity Monitoring  | MECHANISM   |   |                            |                       | Remarks  |
|--|---|---|----------------------------|-----------------------|--|
|  | Meeting   |   | Memo                       | Others (Pls. specify) |  |
|  | One-on-One  | Group   |                            |                       |  |
| <b>Monitoring</b><br><br><u>1<sup>st</sup> Quarter</u><br><u>2<sup>nd</sup> Quarter</u><br><br>a. Monitoring of the assigned office activities   | One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e.g office document preparation | Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel | Memo to attend the meeting |                       | Negative feedback from concerned personnel were addressed<br><br>Office procedures were properly followed                |
| <b>Coaching</b><br><br>Coaching of staff on the proper procedure in doing the assigned tasks<br><br>Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University<br><br>• - as often as necessary | One-on-one coaching   | Group coaching through meetings and even in group discussions   |                            |                       | Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed |

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

Conducted by:  
*Maria Elsa M. Umpad*  
**MARIA ELSA M. UMPAD**  
Immediate Supervisor

Noted by:  
*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **SOCORRO B. TEODOSIO**Performance Rating: Outstanding

Aim: To come up systematic office procedures in accordance with ISO standard for efficient client service satisfaction.

Proposed Interventions to Improve Performance:

Date: January 1, 2019Target Date: June 30, 2019

First Step:

Meeting and coaching of staff to come up with an effective office procedure e.g.; receiving of in-house documents; recording of documents, database of documents (in Excell format) and use of office forms in accordance with ISO standard

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- Filed copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Started inputting documents in Excell format for recording purposes

Date: July 1, 2019Target Date: Dec 31, 2019

Next Step:

Periodic monitoring of assigned jobs

To attend related training on office procedures

Start inputting into Excell format important documents of PhilRootcrops

Outcome: Documents properly documented, labeled and filed  
Document forms used are in accordance with ISO standard

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend trainings on office procedures, computer programs manipulation, front line services, document controlling and filing, health and wellness and stress management.

Prepared by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

Conforme: *Socorro B. Teodosio*  
SOCORRO B. TEODOSIO  
Name of Ratee Faculty/Staff