

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Rosello, Mikko Zillah D.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.3	70%	3.01
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.34
		TOTAL NUN	IERICAL RATING	4.35

TOTAL NUMERICAL RATING:

4.35

Add: Additional Approved Points, if any:

Name of Staff

4.35

TOTAL NUMERICAL RATING: FINAL NUMERICAL RATING

4.35

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

MIKKO ZILLAH D. ROSELLO

Reviewed by:

ROSARIÓ À. SALAS Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MIKKO ZILLAH D. ROSELLO, of the <u>Department of Horticulture</u> commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period <u>January to June 2023</u>.

MIKKO ZILLAH D. ROSELLO

Approved:

ROSARIO A. SALAS

MFO & PAPs				Actual		Rating		Remarks	
	Success Indicators	Tasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Documenting/ Facilitating	Facilitates graduate degree program	2	2	4	4	5	4.3	
		Encodes, prints, computes Faculty Teaching Evaluation	20	15	4	4	5	4.3	
	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	3	2	5	4	5	4.6	
	Updating and maintaining documents	Ensures that the BSA- Horticulture degree program is compliant to CHED CMO	1	1	4	4	4	4	
Other tasks in support to research services	Monitoring	Updates and maintains documents re Center of Excellence (CAFS)	6	7	5	4	5	4.6	
Other functions in support to instruction	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	1	1	4	4	4	4	

otal Over-all Rating			27
,			
Average Rating (Total Overall rating divided by 4	1)	4.3	Comments & Recommendations for
Additional Points:			Development Purpose:
Punctuality			allier more training
Approved Additional points (with copy of appro	val)		and seminary
FINAL RATING		4.3	1   -7
ADJECTIVAL RATING		Outstanding	
valuated and Rated by	ecommending Approval:	Approved:	
Mal			SML
ROSARIO A. SALAS	VICTOR B. ASIO		NEL LESLIE S. TAN
Head, DOH Date:	Dean, CAFS Date:		sident for Admin and Finance
- Quality 2 – Efficiency 3 – Timeliness 4 –	- Average		

1 - Quality



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January- June 2023</u> Name of Staff: <u>Mikko Zillah D. Rosello</u>

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

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. C	commitment (both for subordinates and supervisors)		S	cale	Э	
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		5	ч		

	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		n				
	Average Score						

Overall recommendation	1	
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ROSARIO A. SALAS
Head, Department of Horticulture

Unit Head

## **EMPLOYEE DEVELOPMENT PLAN**

Performance Rating: Outstanding	
Aim: To sustain the Outstanding rating	
Proposed Interventions to Improve Performance:	
Date: January 2023 Target Date: June 2023	
First Step: To attend and participate in trainings and seminars to improve sk and for	ills
self-improvement so as to be more competent as support staff of the Dept. o	f
Horticulture.	
Result: Attended trainings and seminars.	
Date: <u>July 2023</u> Target Date: <u>December 2023</u>	
Next Step:	
To Finish my Master's Degree	
Outcome:	
Final Step/Recommendation:	
Prepared by:	
ROSARIO A SALAS	

Conforme:

MIKKO ZILLAH ROSELLO Name of Ratee Faculty/Staff