



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

JOSE ROSE B. CAPRICHO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.375 1.40
TOTAL NUMERICAL RATING			4.82 4.84

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.82
~~4.84~~

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

Prepared by:

JOSE ROSE B. CAPRICHO
Name of Staff

Reviewed by:

SUZETTE B. LUNA
Department/Office Head

Recommending Approval:

VICTOR B. ASID
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSEROSE B. CAPRICHIO**, of the **Department of Soil Science** 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 1, 2020 to December 31, 2020. (Accomplishment).


JOSEROSE B. CAPRICHIO
 Ratee


 Approved: **SUZETTE B. LINA**
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q 1	E 2	T 3	A ⁴	
General Administrative Support Services (GASS)	# of course materials, forms , collated, fastened or stapled.	Encoded, printed syllabus and laboratory manuals, course outlines and long exam, midterm/final examinations, department forms	150	250	5	5	5	5.00	
	# of DTR/CSR prepared, countersigned and recorded	Remind/checked DTRs /month of faculty and staff with supporting documents.	20	20	5	5	5	5.00	
	# of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and parttime faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, reimbursements, OIC letter, classes to be missed	125	130	5	5	5	5.00	


	# of documents prepared and processed	Typed/printed annual procurement plan (APP), annual accomplishment report, actual teaching loads, individual Faculty workloads and projected workloads	10	10	5	4	5	4.66	
Teaching Performance Evaluation	Number of evaluation conducted & results submitted to OVPI within the day during the evaluation period	Evaluated faculty in the course taught during the semester	12	-	-	-	-	-	
Total Overall Rating								19.66	

Additional Points:		4.92
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.92
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:


Ms. Capricho showed outstanding performance in her responsibilities as admin staff. She will be more effective to clients if she will maintain organized data files.

Evaluated and Rated by:


SUZETTE B. LINA
HEAD, DSS


Date: _____

Recommending Approval :


VICTOR B. ASIO
DEAN, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VICE PRES. FOR ACAD. AFFAIRS
Date: 2/10/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Joselyn B. Capricho Position: Adm. Aide 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	(5)	4	3	2	1

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 55				
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	55				
Average Score	4.58				

Overall recommendation : ✓ Attend more training/seminars on improving filing & computer.

SUZETTE B. LINA

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOSE ROSE B. CAPRICHIO

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

To attend trainings and seminars to improve skills as administrative staff

Apply the skills gained from ISO seminars/workshops for excellent service

Result:

Has attended training on ISO, PPMP, CUMULUS, HRIS

Knowledgeable in using HRIS and other computer-based applications learned from seminars/workshops and ISO protocols

Date: January 2021

Target Date: June 2021

Next Step:


Attend more trainings and seminars related to administrative work.

Outcome: Scout for trainings and seminars outside the university related to administrative function.

Final Step/Recommendation:

If there are virtual trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


JOSE ROSE B. CAPRICHIO
DSS Staff