



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Umpad, Maria Elsa M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.97	70%	3.48
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.90	30%	1.47
Total Numerical Rating			4.95

TOTAL NUMERICAL RATING: **4.95**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING **4.95**

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

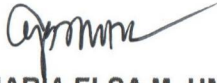
**Vision:** A globally competitive university for science, technology, and environmental conservation

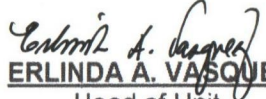
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

**"Exhibit B"**

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

I, **Maria Elsa M. Umpad**, Administrative Officer II of 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.

  
**MARIA ELSA M. UMPAD**  
 Ratee

  
**ERLINDA A. VASQUEZ**  
 Head of Unit

Date \_\_\_\_\_

MFOs / PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
<b>MFO3: Extension Services</b>	<b><u>Trainings and Exhibits</u></b>								
	Number of coordinated / facilitated trainings / seminars / workshops / other extension activities	To coordinate / facilitate trainings/ seminars/ workshops / etc	3	6	5	5	5	5	PhilRootcrops Anniversary related activities; VSU anniversary activities, university visitors and trainings
	Number of extension activity proposals prepared	To prepare proposals for funding	1	2	5	5	5	5	National Cassava Congress was funded and was the main activity of PhilRootcrops Anniversary, Proposal for a Learning visit/educational tour cum training on Sweetpotato Production and Processing in CARAGA
	Number of visitors briefed with PhilRootcrops Technologies	To brief Center's with rootcrop technologies and the on-going RDE activities of the Center	475	700	5	5	5	5	Students, farmers, researchers, SCUs, NGOs, training participants, booth visitors, etc

	Number of students, farmers and other visitors facilitated with their requests	To facilitate the request of students and other visitors	40	160	5	5	5	5	BS DEvCom, BS Extension and BSA, BSFT, BS Biotech, PhilSci students requests, DOST-SEI scholars; requests for planting materials
<b>MFO6: General Administration and Support Services</b>	Number of office documents checked, prepared for Director's signature and countersigned	To check and countersign office documents before the signatory of the Director / or prior to release to appropriate offices	1500	2,314	5	5	5	5	All office documents
	Number of daily expenditures of center's projects recorded and monitored	To monitor and record daily expenses / disbursements of funds of Center's projects	500	2,500	5	5	5	5	PRs, OR, DVs, RIS, POs, etc.
	Number of yearly budgetary proposal prepared	To prepare yearly research project' budgetl	12	35	5	5	5	5	Compilation of <b>34</b> project budgets into <b>1</b> Center's budget proposal including the Center's MOOE
	Number of office communications prepared	To prepare draft, finalize and print communications for Center's requests/ response communications to requests from clienteles / attachments to Center documents; including MOA / MOU	60	155	5	4	5	4.67	Certifications, justifications, billing statements, office communications, e-mail and other correspondence, notice of meetings, agenda, MOU/ MOA,etc
	Number of phone calls received and attended	To received phone calls (in relation to office procedures and or clientele queries)	65	85	5	5	5	5	In relation to office procedures and clientele queries
	Number of reports prepared	To collate, organize, preparedraft and finalize reports for the Center and other reports required by the University e.g VICARP, PCAARRD, CHED and other funding agencies	6	12	5	5	5	5	Office related reports required by the different funding and accrediting offices (quarterly, mid-year)
	Number of Minutes of PRDC /	To prepare announcements and minutes of PRDC meetings	4	8	5	4	5	4.67	Minutes and notices of PRDC meetings, Personnel Committee, Grievance



	Personnel Committee and other meetings/ prepared								Committee
	Number of personnel facilitated with their renewal	To facilitate the renewal of center's personnel (documents preparation, attachments)	25	120	5	5	5	5	Job Order RAs, Aides PS RAs and Aides Staff under the Administrative Div.
	Number of staff supervised	To supervise staff under the Administrative Division	10	11	5	5	5	5	
	Number of contact hours devoted for coaching of staff	To coach staff under the Administrative Division	12	20	5	5	5	5	Meetings and coaching with administrative staff
	Number of clearances signed	To countersign clearances of VSU and center personnel	10	35	5	5	5	5	Clearances of retirees and staff on leave
<b>Other Duties</b>									
	Number of Information prepared as required by AACUP Accreditation Unit and CHED	To prepare information and related materials required by the AACUP and CHED	5	8	5	5	5	5	Information gathered were used for different colleges accreditation by AACUP and CHED
	Number of powerpoint presentation prepared for Director's use	To prepare powerpoint presentation for Director's use	4	6	5	5	5	5	
	Number of meetings attended for NAPB	To attend meetings for NAPB as member, to conduct interview of NAPB personnel for new hirees and promotion	7	12	5	5	5	5	As member of the Non-academic Personnel Board (NAPB); meetings and interview of personnel (new recruits and promotions)
		To check papers for the skills tests of the interviewees	10	20	5	5	5	5	

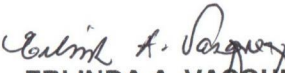
<b>Total Overall Rating</b>									

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

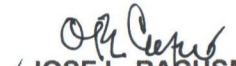
To attend trainings on office administration, leadership, health and wellness and stress management

Reviewed and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

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

Recommending Approval

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved:

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

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: Maria Elsa M. Umpad

Position: Administrative Officer II

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		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

improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	5.0				
<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	4.8				
Average Score	4.9				

Overall recommendation : Outstanding

  
ERLINDA A. VASQUEZ  
Director



PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E 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: Maria Elsa M. Umpad



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned office activities,  Checking the accomplishments of the assigned tasks e.g. reports, proposals, trainings	Meeting of staff under the Administrative Division  Regular monthly meeting with the PRDC members	Memo to attend the meeting		Negative feedback from concerned personnel were addressed  Office procedures were properly followed  Reports submitted on time
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Outlining different Center's activities based on R%D trusts  Encouraging the staff to attend related learning and development activities such as trainings offered by the University and personnel organizations  • As often as necessary	One-on-one coaching	Group coaching through meetings and even in group discussions  Brainstorming activities  Regular monthly PRDC meetings with the members			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:

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ELSA M. UMPAD

Performance Rating: Outstanding

Aim: To oversee the smooth operations of the Administrative Division of PhilRootcrops

Proposed Interventions to Improve Performance:

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

First Step:

Meeting and coaching of staff to for a smooth flow of the administrative operations of PhilRootcrops; preparation of office documents such as vouchers and other office documents; office procedures meeting the ISO standards

Result:

- Administrative staff meeting to identify the individual function of each administrative staff
- Coaching of administrative support staff in the assigned responsibilities
- Sending of the AO and the administrative support staff to related trainings / capability building seminars
- Smooth flow of office documents (clerks to requisitioner, to respective signatories prior to sending to appropriate offices

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

Next Step:

Periodic monitoring of assigned jobs of each administrative support staff

Preparation of documents ready for ISO accreditation

Outcome: Smooth operation of the administrative procedures of PhilRootcrops in accordance with ISO standard  
Documents properly filed and office procedures properly documented

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 capacity build-up trainings such as Leadership training and ISO accreditation procedures, health and wellness, stress management and etc.

Prepared by:

*Erlinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director

Conforme:

*Maria Elsa M. Umpad*  
Name of Ratee Faculty/Staff