

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July-December 2017)

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding

Prepared by:

ADELINA O. CARRENO

Name of Staff

Reviewed by:

EFREN B. SAZ

Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Adelina O. Carreno of the OVPRE 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 to December, 2017.


ADELINA O. CARRENO
Ratee

Approved: 
EFREN B. SAZ
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks
MFO2: Research and Extension Administration Services	No. of Trainings/workshops coordinated, facilitated, conducted and documented	Coordinated, pre-tests, facilitated, evaluated, conducted posttest and documented	6	11	5	4.7	4.8	4.8
	Number of VSU-TVET students enrolled	Acted as Program Registrar	10	13	4.8	4.7	4.7	4.7
	Number of trainings Attended	Attended Trainings/Seminars/Workshops, etc.	2	5	4.9	4.8	4.8	4.8
	Number of Radio Spots Produced	Conceptualized, edits scripts,	5	9	5	5	4.7	4.9

[illegible]

	Perform other functions assigned by immediate supervisors	Chaired , co-chaired, member of different committees in relation to the holding of different activities of the university	3	6	5	4.7	4.7	4.7	4.8
	No. of Training Promotions	Promoted Extension and VSU-TVET trainings	5	11	4.7	4.7	4.7	4.7	4.7
	No. of RNTC Training Inquiries (Note: The undersigned is appointed by RNTC as one of their ambassadors)	Promoted training to interested parties to attend training at the RNTC	1	2	5	5	5	5	5
	Prepared Activity/Concept proposals	Wrote activity/concept proposal	-	3	4.8	4.6	4.7	4.7	4.7
	Created evaluation and monitoring instruments for Extension activities i.e. trainings, etc.	Created evaluation/monitoring instruments	-	10	5	5	4.7	4.9	4.9
	Acted as coordinator for the PASUC Culture and the Arts Festival Competition for Radio Drama and	Coordinated Radio Drama and Short and Sweet Play	-	2	4.6	4.6	4.6	4.6	4.6

	Short and Sweet play		-	1	4.8	4.8	5	4.8	
	Drafted the Extension Roadmap as Required by CHED	Extension Roadmap Prepared and Submitted	-	1	4.8	4.8	5	4.8	
	No. of Farmers participated in the Search for Ugmad Awards	Ugmad Search Facilitated/Conducted	-	9	5	5	5	5	
Total Over-all Rating					4.88	4.83	4.83	4.83	

4)	Average Rating (Total Over-all rating divided by 4)	19.37	4.84
	Additional Points:		
	Punctuality		
	Approved Additional points (with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by:



Date: _____
1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average

Calibrated by:


REMBERTO A. PATINDOL
VP for Admin and Finance

Date: _____

Recommending Approval:


OTHELLO B. CALIBUNDO
Vice President for RDE

Date: _____

Approved by


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: Adelina O. Carreno Position: Broadcast Production Supervisor

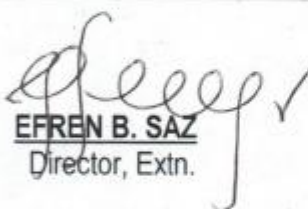
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	58				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	23 + 58 = 81				
Average Score	4.74				

Overall recommendation : _____


EFREN B. SAZ
 Director, Extn.