

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Narciso C. Bathan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.08	70%	2.86
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.63	30%	1.09
Total Numerical Rating			3.95


TOTAL NUMERICAL RATING: 3.95
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 3.95

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NARCISO C. BATHAN 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 Jul 2018 to Dec 31, 2018.


NARCISO C. BATHAN
Ratee

Approved:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

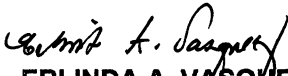
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Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		very satisfactory

Comments & Recommendations for Development Purpose:

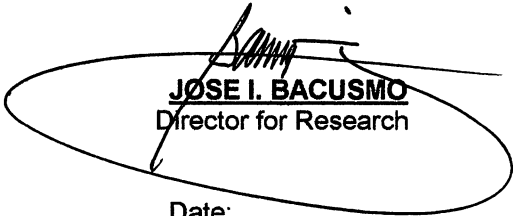
To attend realted capabilty build-up training

Evaluated and Rated by:


ERLINDA A. VASQUEZ
 Director


Date: _____

Recommending Approval:


JOSE I. BACUSMO
 Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
 VP for Res. & Ext.

Date: _____

-
- 1 – quality
 - 2 –Efficiency
 - 3 – Timeliness
 - 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018
 Name of Staff: Narciso C. Bathan 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 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		40/11 = 3.63				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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					

Overall recommendation : _____


ERLINDA A. VASQUEZ
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
X	3 rd	
X	4 th	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Narciso C. Bathan

Narciso Bathan

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring of the assigned office activities	 <				

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

Conducted by:
[Signature]
MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:
[Signature]
ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NARCISO C. BATHAN**
Performance Rating: **Very Satisfactory**

Aim: **Prepare paintings for Center's use and for tokens, field / experimental area labels, backdrop and other etc.**

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 30, 2018

First Step:

Meeting and coaching of staff to plan out activities (paintings, experimental area labels to be made)

Result:

Ready paintings and other labels

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

Next Step:

Periodic monitoring of activities and accomplishment

Outcome: **Paintings, labels backdrop and other materials prepared.**

Final Step/Recommendation:

To maintain performance and or exceed the current performance.

To attend capability build-up trainings that will enhance individual skills and competencies.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme: 
Name of Ratee Faculty/Staff