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:

Reviewed by:

MÄRIA ELSA M. UMPAD

AO II

ERLINDA A. VASQUE

Director

Approved:

OTHELLO B. CAPUNO

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NAR	CISO C. BATHAN of	Phil	Rootcrop	s cor	mmits to de	eliver and	agree to	be rated	on the	attainme	nt of the	following	targets i	n accord	ance with th	e indicat	ed measur	es for the
period	Jul 2018	_ to _	Dec 31	, 2018	<u>:</u> .													

NARCISO C. BATHAN
Ratee

Approved:

ERLINDA A. VASQUEZ
Head of Unit

		Tasks Assigned	Target	Actual	Rating				Remarks			
MFO & PAPs	Success Indicators		_	Accomplish- ment	Q ¹	E²	T³	A ⁴				
Administrative Services	No. of Exhibits put-up	To put-up Center's exhibit	8	8	4	4	4	4				
	No. of backdrops prepared	To design and prepare backdrop for any Center's Activity	8	10	è	4	1	4-33	·			
	No. of posters prepared	To prepare posters for staff presentation	8	10	Ý	4	4	4				
	No. of T-shirt designs prepared	To prepare T-shits designs for any Center activity	3	3	3	3	3	3				
	No. of signages / tarpaulins lay-outed and printed	To prepare signages / tarpaulins	8	10	4	ч	J_	9.35				
	No. of experimental labels	To prepare experimental labels	500	900	-ی	5	9	4.67				
	No. of cover design for reports	To prepare cover design for reports	3	3	カ	Ч	5	4				
	No. of oil paintings prepared	No. of oil paintings prepared	5	5	3	5	7	4.33	For gifts and tokens for selected PhilRootcrops visitors / University personnel, for office use			
Total Over-all Rating									4.08			

Average Rating (Total Over-all rating divided by 4)	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RÁTING		
ADJECTIVAL RATING		very satisfactory
Evaluated and Rated by:	Recommending Approval:	Αŗ

Comments & Recommendations for Development Purpose:

To attend realted capabilty build-up training

ERLINDA A. VASQUEZ Director

Date:

JØSE I. BACUSMO Director for Research

Date:_

pproved by:

Date:_

^{1 –} quality 2 –Efficiency

^{3 –} Timeliness

^{4 -} Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July-December 2018</u>

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)		(Scal	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	40	J'm	$\frac{\mathcal{L}}{\mathcal{L}}$	3.	63
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
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

	Average Score					
	Total Score					
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
	office/department aligned to that of the overall plans of the university.					

overall recommendation	

CALINDA A. VASQUEZ

PERFORMANCE MONITORING & COACHING JOURNAL

1st Ü Α 2nd R T 3rd E R

Name of Office:

PhilRootcrops

Head of Office:

Dr. Erlinda A. Vasquez
Narciso C. Bathan

Name of Personnel:

		SM			
Activity Monitoring	Meet		Memo	Others (Pls.	Remarks
	One-on-One	Group	MEINO	specify)	
Monitoring 3 rd Quarter 4 th Quarter a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g tarp / backdrop preparation	Meeting with staff under the Administrative Division Meeting with persons concerned especially with personnel raising the negative feedback			Negative feedback from concerned personnel were addressed Office procedures were properly followed
Coaching	of staff re: attendance				
Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development activities such as trainings offered by the University	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed
As often as necessary					

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

Conducted by:

MARIA ELSA M. UMPAD Immediate Supervisor

Noted by:

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:	<u>July 1, 2018</u>	Target Date:	<u>December 30, 2018</u>
First Step:			
Meeting to be made)	_	to plan out activities (painting	gs, experimental area labels
Result:			
Read	dy paintings and other	labels	
Date:	<u>Jan 1, 2019</u>	Target Date:	June 30, 2019
Next Step:			
Perio	odic monitoring of activ	ities and accomplishment	
Outcome:	Paintings, labels ba	ckdrop and other materials p	repared.

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:

M. Mar. A. Vazzo 4/ ERLINDA A. VASQUEZ Director

Name of Ratee Faculty/Staff