

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **Alniel B. Cinco**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.42	70%	3.09
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.09	30%	1.23
Total Numerical Rating			4.32

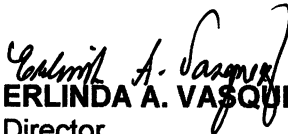
TOTAL NUMERICAL RATING: **4.32**
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING **4.32**

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) FORM


ALNIEL B. CINCO
Ratee

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

Date _____

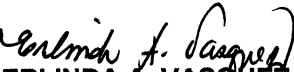
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Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

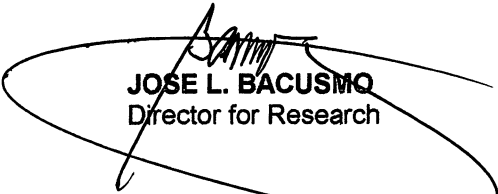
To attend capability build-up training
e.g. vehicle maintenance
client service satisfaction

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research
Date: _____

Approved by:


OTHELLO B. CAPUNO
VP for Research and Extension

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018Name of Staff: Alniel B. CincoPosition: Admin Aide III

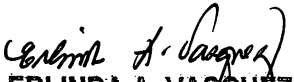
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		45/11 = 4.09				
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	

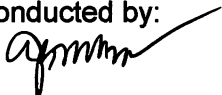
Name of Office: PhilRootcrops

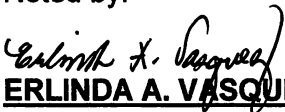
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Alniel B. Cinco

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	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g vehicle maintenance, conduct / fetch of staff during travel	Meeting with staff under the Administrative Division Meeting with persons concerned together with personnel raising the negative feedback / filing a complaint			Negative feedback from concerned personnel were addressed Office procedures were properly followed
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development such as trainings offered by the University • As often as necessary	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

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

Conducted by: 
MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by: 
ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALNIEL B. CINCO**
Performance Rating: Very Satisfactory

Aim: To service vehicle requests of staff

Proposed Interventions to Improve Performance:

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

First Step:

Meeting and coaching of staff regarding his targets and outline different strategies for the attainment of such targets.

- Result:
- Serviced staff requests for vehicle
 - Maintained the assigned vehicle
 - Working area maintained

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

- Next Step:
- Periodic monitoring of the assigned jobs
 - Continue servicing staff requests for vehicle
 - Continue with the maintenance procedures of the service vehicles

Outcome:


Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit more proposals and continue doing the assigned functions in research, extension, priduction and administration.

To attend capabilty buildp-up trainings especially on personality development and vehicle maintenance and trouble shooting.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme: 

Name of Ratee Faculty/Staff