

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ADELINA O. CARRENO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.79	x 70%	3.35
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.80

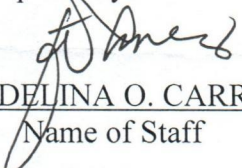
TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any:

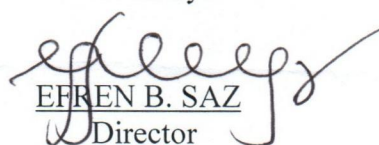
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: .0

Prepared by:


ADELINA O. CARRENO
Name of Staff


Reviewed by:


EFREN B. SAZ
Director

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Adelina O. Carreno, of the OVPRE and DYAC 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 to June, 2016.

Adelina O. Carreno

Ratee

Approved: Ehren 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	10	14	4	5	5	4.66	
	Number of Training Reports made/submitted	Wrote and submitted report(s) to concerned office(s)	2	3	4	5	5	4.66	
	Number of VSU-TVET students enrolled	Acted as Program Registrar and Lectured Basic Competencies	25	37	4	5	5	4.66	
	Number of trainings Attended	Attended Trainings/Semi	2	5	4	5	5	4.66	

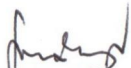
		nars/Workshops, etc.							
	Number of Radio Spots Produced	Conceptualized, edits scripts, directs, and co-produced	12	20	5	5	5	5.0	
	No. of editions of Radio Program Produced @ Groove FM 92.5	Conceptualized, produced Extension Farm Radio Program	75	97	5	5	5	5.0	
	No. of Produced Extension Agri-News	Wrote and recorded Agri Extension News	20	40	5	5	5	5.0	
	No. of video materials produced (testimonials)	Wrote and produced video testimonials for AACUP	4	5	4	5	5	4.66	
	No. of interviews made	Interviewed farmers, experts for the Extension Radio Program	8	12	5	5	5	5.0	
Other Tasks	As OIC to the Director for Extension during his official functions outside the university and personal leave	Signs Vouchers and other documents, attends meetings on his behalf	15	45	5	5	5	5.0	
	Performing other functions assigned by immediate supervisors	Chairs, co-chairs different	3	9	4	5	5	4.66	

		committees in relation to the holding of different activities of the university							
	No. of Training Promotions	Promotes Extension and VSU-TVET trainings	5	13	4	5	5	4.66	
	No. of Extension Program approved for funding	Extension Program Conducted	-	1	4	5	5	4.66	
Total Over-all Rating								62.28	
Average Rating (Total Over-all rating divided by 4)								4.79	
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									

ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by:


Planning Office

Date: _____

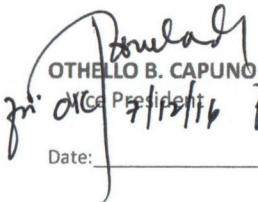
- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

Calibrated by:



REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President
Date: 7/12/16

Approved by


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016

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	57				
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 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	58				
Average Score	4.83				

Overall recommendation :


EFREN B. SAZ
 Name of Head