



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Kimberly V. Caingcoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

KIMBERLY V. CAINGCOY
Name of Staff

Reviewed by:

VICTOR B. ASIO
Department/Office Head

Recommending Approval:

JOSE L. BACUSMO
Dean/Director

Approved:

OTHELLO B. CAPUNO
Vice President


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Kimberly V. Caingcoy, of the Office of the Vice President for Research & Extension – Annals of Tropical Research 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, 2019.


KIMBERLY V. CAINGCOY
 Ratee

Approved:


VICTOR B. ASIO
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of articles submitted for ATR publication	Receives and records articles submitted for ATR publication	15	18	5	5	5	5	
	Number of returned evaluation of ATR articles by the respective referees	Facilitates the evaluation of ATR articles by the respective referees	10	16	5	5	4	4.7	
	Number of issues of ATR journal per year (2 issues per year)	Takes charge of the lay-outting, proofreading, production of camera-ready copy and does the press work	1	1	5	5	5	5	
	Number of distributed copies for international and local correspondence	Takes charge of the distribution and sales of the ATR as well as international and local correspondence of the ATR	100	100	5	4	5	4.7	
Total Over-all Rating								19.4	

Average Rating (Total Over-all rating divided by 4)	4.85	XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.85	XX
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development

Purpose:

Very hardworking staff.
Be more cautious in following
the USA policies for procurement.

Evaluated & Rated by:

VICTOR B. ASIO
Dept/Unit Head

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Dean/Director

Date: _____

Approved by:

OTHELLO B. CAPUNO
Vice President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: KIMBERLY V. CAINGCOY
Performance Rating: OUTSTANDING

Aim: To further improve her performance and also the quality of the Annals of Tropical Research.

Proposed Interventions to Improve Performance:

Date: January 3, 2019 Target Date: June 30, 2019

First Step: Attended to any seminars, trainings and workshops conducted by ODAHRD, VSU.

Result: She is hardworking, dedicated, efficient and very reliable staff. She performs her duties at the ATR office excellently with very little or no supervision. Clients find her very approachable and helpful. Thus, there is no doubt that she has contributed greatly to the success of the Journal.

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____

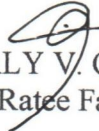
Final Step/Recommendation:

Recommended for a higher regular position.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


KIMBERLY V. CAINGCOY
Name of Ratee Faculty/Staff