

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (July-Dec 2016)

Name of Administrative Staff: ADELINA O. CARRENO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	x 30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

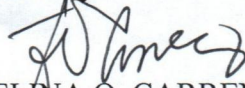
TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:           

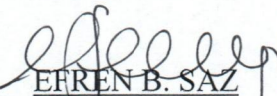
TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING:           


Prepared by:

  
ADELINA O. CARRENO  
Name of Staff


Reviewed by:

  
EFREN B. SAZ  
Director

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

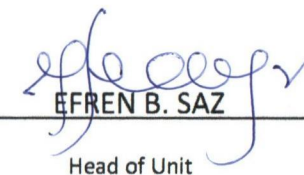
  
EDGARDO E. TULIN  
President *edo*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Adelina O. Carreno, of the OVPRE commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2016.

  
ADELINA O. CARRENO

Ratee

Approved:   
EFREN B. SAZ

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO2: Research and Extension Administration Services	No. of Trainings/workshops coordinated, facilitated, conducted and documented	Coordinated, pre-tests, facilitated, evaluated, conducted posttest and documented	11	22	5.0	5.0	5.0	5.0	
	Number of Training Reports made/submitted	Wrote and submitted report(s) to concerned office(s)	3	8	5.0	4.5	5.0	4.83	
	Number of VSU-TVET students enrolled	Acted as Program Registrar and Lectured Basic Competencies	27	49	5.0	5.0	5.0	5.0	

14.83

	Number of trainings Attended	Attended Trainings/Seminars/Workshops, etc.	2	4	4.5	5.0	5.0	4.83
	Number of Radio Spots Produced	Conceptualized, edits scripts, directs, and co-produced	13	21	5.0	5.0	5.0	5.0
	No. of editions of Radio Program Produced @ Groove FM 92.5	Conceptualized, produced Extension Farm Radio Program	80	121	5.0	5.0	5.0	5.0
	No. of Produced Extension Agri-News	Wrote and recorded Agri Extension News	25	80	4.5	5.0	5.0	4.83
	No. of video materials produced (testimonials)	Wrote and produced video testimonials for AACUP	5	10	4.5	5.0	5.0	4.83
	No. of interviews made	Interviewed farmers, experts for the Extension Radio Program	10	11	4.5	4.5	5.0	4.66
	Farmers and Fisherfolk's Day successfully held	Facilitates/Assists in the Search for Most Outstanding Farmer 2013/Promotes FFD 2016	10	16	4.5	5.0	5.0	4.83

33.98



<b>Other Tasks</b>	<p>As OIC to the Director for Extension during his official functions outside the university and personal leave</p> <p>Performing other functions assigned by immediate supervisors</p> <p>No. of Training Promotions</p>	<p>Signs Vouchers and other documents, attends meetings on his behalf</p> <p>Chairs , co-chairs different committees in relation to the holding of different activities of the university</p> <p>Promotes Extension and VSU-TVET trainings</p>	<p>17</p> <p>3</p> <p>5</p>	<p>41</p> <p>11</p> <p>12</p>	<p>4.5</p> <p>5.0</p> <p>4.5</p>	<p>5.0</p> <p>5.0</p> <p>4.5</p>	<p>5.0</p> <p>5.0</p> <p>5.0</p>	<p>4.83</p> <p>5.0</p> <p>4.66</p>	

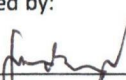
14.49/0.2

	No. of Training on the Basics of Radio Program Production conducted (Basics)	Conducted training on Radio Program Production (Basics)	-	1	4.5	4.5	4.5	4.5	
<b>Total Over-all Rating</b>								4.5	67.82/14 = 4.84

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

**Comments & Recommendations for Development Purpose:**


Received by:

  
Planning Office

Date: \_\_\_\_\_

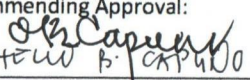
- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Calibrated by:

  
PMT


Date: \_\_\_\_\_

Recommending Approval:

  
OTHELLO B. CAPRANO  
Vice President

Date: \_\_\_\_\_

Approved by:

  
EDGARDO B. TULIN  
President

Date: \_\_\_\_\_



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 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	59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	22				
Average Score					

Overall recommendation : \_\_\_\_\_

  
**EFREN B. SAZ**  
 Director, Extn.