

Exhibit I

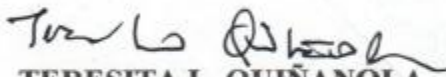
**SUMMARY LIST OF INDIVIDUAL RATINGS**

Name of Office: **OVPRE-ATR**


Performance Assessment: **JANUARY – JUNE 2017**

Name of Employee	Numerical Rating	Adjectival Rating
1. KIMBERLY V. CAINGCOY	4.93	OUTSTANDING

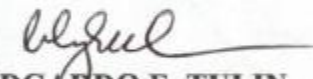
Reviewed by:

  
**TERESITA L. QUINANOLA**  
Head, PRPEO

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Approved:

  
**EDGARDO E. TULIN**  
President

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **KIMBERLY V. CAINGCOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>


TOTAL NUMERICAL RATING: 4.93  
 Add: Additional Approved Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**KIMBERLY V. CAINGCOY**  
 Name of Staff

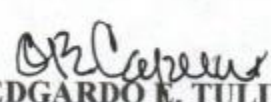
Reviewed by:

  
**VICTOR B. ASIO**  
 Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KIMBERLY V. CAINGCOY, Editorial Assistant of the OVPRE – 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 2017.

KIMBERLY V. CAINGCOY  
Ratee

Approved:

VICTOR B. ASIO  
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>	
	Number of articles submitted for ATR publication	Receives and records articles submitted for ATR publication	15	10	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	10	5	4	5	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	150	5	5	5	5	
Total Over-all Rating								19.7	
Average Rating								4.93	

Average Rating (Total Over-all rating divided by 4)	4.93	Comments & Recommendations for Development Purpose:
Additional Points:	-	
Punctuality	xx	
Approved Additional points (with copy of approval)	xx	
FINAL RATING	4.93	
ADJECTIVAL RATING	OUTSTANDING	

Received by: TERESITA L. QUINANOIA  
PRPEO Office

Date: \_\_\_\_\_  
1 - quality  
2 - Efficiency  
3 - Timeliness  
4 - Average

Calibrated by: REMBERTO A. PATINDOL  
Chairman, PMT

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

Recommending Approval: OFILIO B. SERRANO  
Vice President

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

Approved by: EDGARDO E. TULIN  
President

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: Kimberly V. Caingcoy Position: SRA

**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