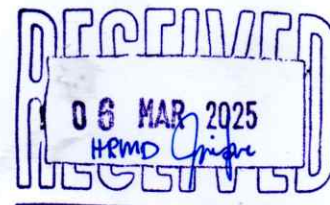




Exhibit J


SUMMARY LIST OF INDIVIDUAL RATINGS

Name of Office: PhilRootcrops Research and Training Center
Performance Assessment: July-December 2024



Name of Employee	Numerical Rating	Adjectival Rating
1. Marlon M. Tambis	5.00	Outstanding
2. Janet O. Pasa	4.99	Outstanding
3. Ladie Anne P. Conde	4.98	Outstanding
4. James A. Patindol	4.98	Outstanding
5. Geleca I. Maraňan	4.94	Outstanding
6. Lucenita S. Estoy	4.92	Outstanding
7. Mary Rose M. Maniego	4.89	Outstanding
8. Joy C. Codog	4.88	Outstanding
9. Jeanie Rose S. Deluza	4.86	Outstanding
10. Leonifer S. Escala	4.86	Outstanding
11. Dioscoro M. Bolatete Jr	4.85	Outstanding
12. Resa M. Dacera	4.85	Outstanding
13. Michelle E. Gumba	4.82	Outstanding
14. Federico P. Godoy	4.81	Outstanding
15. Miguel S. Honrada Jr.	4.75	Outstanding
16. Dale P. Loreto	4.75	Outstanding
17. Socorro B. Teodosio	4.73	Outstanding
18. Junvic B. Bagarinao	4.71	Outstanding
19. Blanche Franchette D. Llera	4.67	Outstanding
20. John S. Bahandi	4.66	Outstanding
21. Analyn M. Gumama	4.61	Outstanding
22. Noel V. Borigon	4.56	Very Satisfactory
23. Alniel B. Cinco	4.42	Very Satisfactory
24. Hazel Alena D. Tan	3.25	Very Satisfactory

Prepared by:


MARLON M. TAMBIS
Director

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Janet O. Pasa**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.99	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.99

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING: **Outstanding**

Prepared by:



PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:



MARLON M. TAMBIS
Director

Approved:



SANTIAGO T. PEÑA JR.
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of the Philrootcrops accomplished the following targets in accordance with the indicated measures for the period July 1 to December 31, 2024.

Prepared by:

Approved:

JANET O. PASA

Adm. Aide III/Ratee

MARLON M. TAMBIS

Assistant Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target (January - December 2024)	Actual Accomplishment (July - Dec 2024)	Rating				Remarks
					Q1	E2	T3	A4	
OVPI MFO 1 Administrative and Facilitative Services									
	PI 1. Number of documents, reports and communications received, evaluated, facilitated and recorded	Facilitates submission of dept/center's letter requests to appropriate body	45	362	5	5	5		
		Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc.	150	2102	5	5	5		
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	1053	5	5	5		
	P1 2. Number of standard government and ISO forms received, attended and countersigned	Facilitates signature of other government forms from the dept./center for the signature of the dept. head/diretor/assistant director	50	156	5	5	5		

		Types Travel Order	25	59					
		Types/assists in Application for Leave	15	82					
		Assists/prepares DTR printing	10	66	5	5	5	5	June - November 2023 DTR
		Types TripTicket	5	15					
		Types communications (OIC letter, request, etc...)	30	55					
	PI 3. Number of financial documents typed	Types payrolls/vouchers (Job Orders)	250	348					
		Types honorarium Vouchers of PhilRootcrops Staff and other agencies	10	8	5	5	5	5	
		Types reimbursement / replenishments (supplies/travel/courier)	20	28					
		Types Purchase Request, PCV, RPPCV, Inspections and Acceptance Report, etc...	150	187	5	5	5	5	
		Number of PCV and RPPCV controlled	75	62	5	5	4	4.67	
		Types liquidations (supplies/travel/courier)	10	10	5	5	5	5	
		Types payment vouchers and RIS (fuel)	5	10	5	5	5	5	
		Types Cash Advances (supplies/travel)	10	14	5	5	5	5	
		Types vouchers for fund transfer to NCT cooperating stations	5	—					No MOA signed yet
		Types statement of fund releases to NCT cooperating stations	5	—					No MOA signed yet

	PI 4. Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS and casual employees	5	10	5	5	5	5	
		Types Contracts of SRAs/Aides charged to PS	5	9					
		Types Contracts of SRA/Aide charged to MOOE	25	17	5	5	5	5	
		Types Contracts and Emergency Appointments of Clerks, Temp. AO, Laborers, Welders, Painter, etc...	30	68					
		Types Appointments (with/without honorarium) of PhilRootcrops staff & NCT stations	15	13					
	P1 5: Number of Casual and Contractual Employees assisted for appointment and renewal	Types and prints PDS, PDF, Oath of Office, Assumption of Duty and checklist for appointment and renewal	15	55	5	5	5	5	
	P1 6: Number of student forms/docs (Clearance, Overload, change of acad. Advisers, shifting forms, Report of Grade Completion, etc.) encoded, received, attended, prepared, reproduced and countersigned	Facilitates signature of student forms	5	14	5	5	5	5	
	PI 7. Number of Documents Controlled	Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, etc.)	200	354	5	5	5	5	
	PI 8: Number of document tracking codes made and printed	Prints barcode for easy tracking of documents	300	641	5	5	5	5	
	PI 9. Number of Subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation	—	—					
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5	

	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	15	35	5	5	5	5	
		Assists in serving snacks to visitors/meetings	5	10	5	5	5	5	
	Number of telephone calls	Telephone calls received/ answered	100	350	5	5	5	5	
Best practices/new initiatives									
	Use of Database(MS Excel)/ Logbook/Record book	Records documents using record book and MS Excel for easy tracking of documents made/received/released (Communications, Payroll, Honorariums, Leave applications, Travel orders, etc..)	100%	100%	5	5	5	5	
	Other Resources	Uses the back of scratched papers for printing of payrolls, vouchers, ORS/BURS, purchase request, liquidations, etc...	100%	100%	5	5	5	5	
	Messengerial / Utility Jobs	Maintains cleanliness and orderliness of the office and performs messengerial jobs as the need arises	90%	90%	5	5	5	5	
	Trainings/seminars/workshops (<i>outside VSU</i>)	Attend trainings relevant to common goals of achieving improved productivity and effective delivery of services	1	1	5	5	5	5	POAP training on Attaining Work-life Balance and Productivity on July 9-12, 2024 at Palawan, Puerto Princesa City
	Do other duties	Takes charge in other responsibilities when the incharge is on leave or on travel	90%	90%	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		outstanding


Comments & Recommendations for Development Purpose:

to attend trainings and seminars regarding office management.

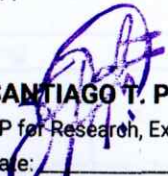
Evaluated and Rated by:


MARLON M. TAMBIS
 Assist. Director
 Date: _____

Recommending Approval:


IVY C. EMNACE
 Director for Research
 Date: _____

Approved:


SANTIAGO T. PEÑA, JR.
 VP for Research, Extension & Innovation
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average