



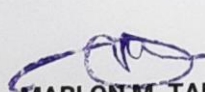

**Exhibit J**

**SUMMARY LIST OF INDIVIDUAL RATINGS**

Name of Office: PhilRootcrops Research and Training Center  
Performance Assessment: January-June 2024

Name of Employee	Numerical Rating	Adjectival Rating
1. Marlon M. Tambis	5.0	Outstanding
2. Janet O. Pasa	4.98	Outstanding
3. Ladie Anne P. Conde	4.86	Outstanding
4. Jeanie Rose S. Deluza	4.84	Outstanding
5. Joy C. Codog	4.82	Outstanding
6. Socorro B. Teodosio	4.81	Outstanding
7. Mary Rose M. Maniego	4.81	Outstanding
8. Geleca I. Marañan	4.79	Outstanding
9. Dale P. Loreto	4.77	Outstanding
10. Junvic B. Bagarinao	4.77	Outstanding
11. John S. Bahandi	4.75	Outstanding
12. Lucenita S. Estoy	4.72	Outstanding
13. Michelle E. Gumba	4.70	Outstanding
14. Miguel S. Honrada Jr.	4.68	Outstanding
15. Dioscoro M. Bolatete Jr	4.66	Outstanding
16. Blanche Franchette D. Llera	4.64	Outstanding
17. Resa M. Dacera	4.58	Outstanding
18. Leonifer S. Escala	4.58	Outstanding
19. Federico P. Godoy	4.46	Very Satisfactory
20. Noel V. Borigon	4.43	Very Satisfactory
21. Alan A. Loreto	4.38	Very Satisfactory
22. Analyn M. Gumama	4.28	Very Satisfactory
23. Alniel B. Cinco	4.32	Very Satisfactory
24. Hazel Alena D. Tan	3.88	Very Satisfactory

Prepared by:

  
  
**MARLON M. TAMBIS/ALAN B. LORETO**  
Asst. Director/Director, PhilRootcrop

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.



**VISAYAS**  
STATE UNIVERSITY



**PHILIPPINE ROOT CROP  
RESEARCH & TRAINING CENTER**

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	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.98</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_



FINAL NUMERICAL RATING: **4.98**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

  
  
**MARLON M. TAMBIS/ ALAN B. LORETO**  
Assistant Director/ Director

Approved:

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



"EXHIBIT B"

### 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 January 1 to June 30, 2024.

Prepared by:

Approved:

**JANET O. PASA**  
Adm. Aide III/Ratee

**ALAN B. LORETO**  
Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target (January - December 2024)	Actual Accomplishment (January - June 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	141	5	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	1223	5	5	5	5	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	952	5	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	206	5	5	5	5	
		Types Travel Order	25	32	5	5	5	5	
		Types/assists in Application for Leave	15	104	5	5	5	5	
		Assists/prepares DTR printing	10	70	5	5	5	5	DTR for the month of December 2023-May 2024
		Types TripTicket	5	11	5	5	5	5	
		Types communications (OIC letter, request, etc...)	30	36	5	5	5	5	
	PI 3. Number of financial documents typed	Types payrolls/vouchers (Job Orders)	250	327	5	5	5	5	
		Types honorarium Vouchers of PhilRootcrops Staff and other agencies	10	5	5	5	5	5	
		Types reimbursement / replenishments (supplies/travel/courier)	20	31	5	5	5	5	
		Types Purchase Request, PCV, RPPCV, Inspections and Acceptance Report, etc...	150	231	5	5	5	5	
		Number of PCV and RPPCV controlled	75	139	5	5	5	5	
		Types liquidations (supplies/travel/courier)	10	-					to be accomplish for the period July - December 2024
		Types payment vouchers and RIS (fuel)	5	5	5	5	9	4.67	
		Types Cash Advances (supplies/travel)	10	9	5	5	9	4.67	



		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	8	5	5	5	5	
		Types Contracts of SRAs/Aides charged to PS	5	8	5	5	5	5	
		Types Contracts of SRA/Aide charged to MOOE	25	26	✓	5	5	5	
		Types Contracts and Emergency Appointments of Clerks, Temp. AO, Laborers, Welders, Painter, etc...	30	72	5	5	5	5	
		Types Appointments (with/without honorarium) of PhilRootcrops staff & NCT stations	15	—					to be accomplish for the period July - December 2024
	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	50	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	5	5	5	5	5	
	PI 7. Number of Documents Controlled	Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	200	373	5	5	5	5	



	PI 8: Number of document tracking codes made and printed	Prints barcode for easy tracking of documents	300	600	5	5	5	5	
	PI 9: Number of Subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation	—	—					
<b>OVPI MFO 2. Frontline Services</b>									
	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	20	5	5	5	5	
		Assist in serving snacks to visitors/meetings	5	5	5	5	4	4.25	
	Number of telephone calls	Telephone calls received/ answered	100	150	5	5	5	5	
<b>Best practices/new initiatives</b>									
	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	

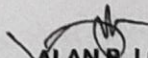
	Do other duties	Takes charge in other responsibilities when the incharge is on leave or on travel	90%	90%	5	5	5	5	
Total Over-all Rating								109.01	

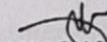
Average Rating (Total Over-all rating divided by 4)	4.97	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.97	
ADJECTIVAL RATING	outstanding	

Comments & Recommendations for Development Purpose:

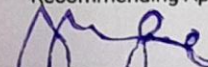
to attend training / seminars on filing of documents.

Evaluated and Rated by:

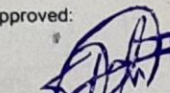
  
**ALAN B. LORETO**  
 Director  
 Date: \_\_\_\_\_

  
**MARLON M. TAMBIS**  
 Assistant Director  
 Date: \_\_\_\_\_

Recommending Approval:

  
**IVY C. ENNACE**  
 Director for Research  
 Date: \_\_\_\_\_

Approved:

  
**SANTIAGO T. PEÑA, JR.**  
 VP for Research, Extension & Innovation  
 Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

