

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : JUANITO F. POLIQUIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.600	70%	3.220
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.830	30%	1.449
			4.669

TOTAL NUMERICAL RATING : 4.669

Add: Additional Approved Points, if any :

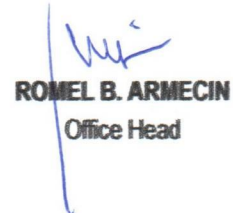
TOTAL NUMERICAL RATING : 4.669

ADJECTIVAL RATING : Outstanding

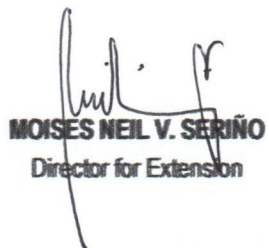
Prepared by:


JUANITO F. POLIQUIT
 Name of Staff

Reviewed by:


ROMEL B. ARMECIN
 Office Head

Recommending Approval:


MOISES NEIL V. SERINO
 Director for Extension

Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 4	Extension Services	PI 1: No. of persons-days trained weighted by length of training PI 2: No. of IEC materials/ technoguides developed/ used PI 3: No. of beneficiaries served PI 4: No. of Extension projects conducted and/or completed on schedule PI 5: No. of extension proposal submitted PI 6: Percent of extension proposals approved	Acts as resource person of trainings requested by clients Assigns and supervises activities of students under Immersion program Conducts technology briefing at eco-farm to requesting clients Prepares/updates power point presentation for technology trainings/briefings Translates existing IEC materials to local dialect Distributes IEC materials to trainees, clients, etc. Provides technical assistance to extension communities	4 6 200 2	6 8 3 3 IEC materials 240 2 communities/ 40 members	NGO'S, PO'S LGU'S, & ATI-sponsored trainings on organic farming systems Student Internship, Emersion/OJT's from NSSU & VSU Groups of Farmers (P.O.) FA'S & students of VSU Natural farming/ organic farming concoctions, & biofertilizers NF fermentations/ conctions & biofertilizer (IMO6) NF conctions & biofertilizer leaflets BMMKFAI Malazrite , Matag-ob, Leyte, LF Organic Farm, Merida, Leyte	5 4 5 4	5 4 5 4	5 4 5 4		

[illegible]

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by <u>10</u>)		46/10
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		4.6
	ADJECTIVAL RATING		0.

Evaluated and rated by:

ROMEL B. ARMECIN
Unit Head

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

Recommending Approval:

MOISE NEIL V. SERINO
Director for Extension

Comments and Recommendations for Development Purposes:

*Favorably endorsed/
recommended for TM
trainings.*

Approved by:

OTHELLO B. CAPUNO
VP for Research & Extension

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2019

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Employee: JUANITO F. POLIQUIT

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring close supervision of demo farm		Feb. 2019				
Coaching Management on the efficiency of field workers		May 2019				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

[Signature]
ROMEL B. ARMECIN
Immediate Supervisor

[Signature]
OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2019

Name of Staff : JUANITO F. POLIQUIT

Position : Ag. Technician II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
1.	Demonstrate 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.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
1	Demonstrate 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 aligned to that of the overall plans of the university		4	3	2	1
3	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the office for further satisfaction of clients		4	3	2	1
4	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.		4	3	2	1
5	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.		4	3	2	1
Total Score		58/12				
Average Score		4.83				

Overall recommendation :

ROMEL B. ARMECIN
Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee : JUANITO F. POLIQUIT
Performance Rating : _____

Aim: To enhance the knowledge and skills needed to perform as Agricultural Technician II;

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019 **Target Date:** within 2nd Quarter 2019

First Step:

Seek and attend trainings on organic farming technologies.

Result:

Attended some trainings and impart knowledge gained by serving as demonstrator.
or resource person on organic farming training in Region 8

Date: April 2019 **Target Date:** within 3rd Quarter 2019

Next Step:

Practice knowledge gained at demo farm and through extension service.

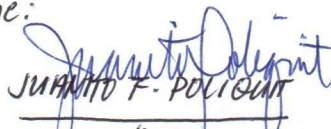
Outcome:

Improved quality of service to clients.

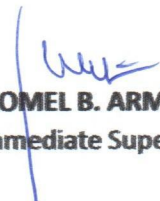
Final Step/Recommendation:

Keep updated on farming developments by attending more trainings.

Conforme:


JUANITO F. POLIQUIT
Ratu

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor