


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

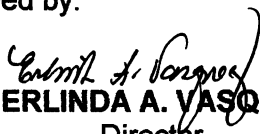
Name of Administrative Staff: Bolatete, Dioscoro M., Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	3.94	70%	2.76
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.24	30%	1.27
TOTAL NUMERICAL RATING			4.03

TOTAL NUMERICAL RATING: 4.03
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.03

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, DIOSCORO M. BOLATETE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period Jan 1, 2018 to June 30, 2018

DIOSCORO M. BOLATETE, JR
RATEE

APPROVED: Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	Q2	Q3	Q4	
Administrative services	Number of field survey, monitoring and maintenance based on sketch map utilization of all experimental area of PhilRootcrops	To survey and supervise, monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry	6	12	4	4	4	4	
Administrative services		Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production	6	10	3	3	3	3	
Administrative services	Number of consultation with the RA/project leaders	Implementation of proper cultural management practices for Rootcrops to showcase better crop stand and yield results	4	4	3	3	3	3	
Administrative services									
Administrative services	Spearhead the development, maintenance and full utilization of PhilRootcrops learning site for research and production of rootcrop and related activities	Maintain and supervise the whole operation of learning site	12	15	4	4	4	4	
		Planting of rootcrops and some aroids as integration of learning site landscaping	1	4					

Extension Services	Technical expert service as resource person	Construction of shed houses for small ruminants Planting of rootcrop based cropping system Establishment and planting herbs, spices etc for the formulation of organic inputs in the legging site	Rating				Total Rating
			1	2	3	4	
Extension Services	Number of farmer/technicians serve	To conduct training on rootcrop production <i>At n R p</i>	1	2			
	Number of nurseries establish and demo farm	Number of farmers briefed and trained with rootcrop technologies	20	35			
	Number of farm assisted and monitored	Established rootcrop nurseries and demo farm	1	2			
	Number of exhibit put-up	Number of production area assisted and visited	8	10			
	Number of distributed reading materials and techno guide	To put up rootcrop exhibit	1	1			
	Number of rootcrop planting materials collected	Prepared and distributed IEC materials	30	35			
		Collected rootcrop material	2	2			
Other duties needed by the center	Number of contact hours devoted to entertain visitors and walk-in-clientele	entertain visitors	20	25	5	5	4.7
Total Rating							5.94

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

Very Satisfactory

TO focus on the assigned tasks.
To go on further studies.

Recommending Approval:

Approved by:

Evaluated and Rated by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2018
 Name of Staff: Dioscoro M. Bobete, Jr. Position: Jr. Agriculturist

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						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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	5	(4)	3	2	1

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez

Name of Faculty/Staff: DIOSCORO M. BOLATETE, JR

Signature: _____ Date: _____

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
Monitoring <u>1st Quarter</u> <u>2nd Quarter</u> A. Monitoring of the assigned activities	One on one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned activities Checking the accomplishments of the assigned tasks e.g. reports, trainings etc	Meeting with the project leader, staff and field workers for immediate issues and concerns Regular monthly meeting with the PRDC members			Issues, problems and concerns were addressed properly Office procedures were properly followed Reports submitted on time
Coaching Coaching of project staff/laborer on the proper procedure in doing the assigned tasks Encouraging the project staff/laborer to attend meetings, related learning and development activities • As often as necessary	One-on-one coaching One on one planning and scheduling of monthly activities with supervisor One on one sharing of ideas	Group coaching through meetings and even in group discussions Brainstorming activities Regular monthly PRDC meetings with the members			Positive response to the coaching activity, Laid out plan and schedule of activities negative feedback on the assigned office activity were immediately addressed

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

Prepared/Conducted by:

Verified by:

JOSE L. BACUSMO
Director for Research / Supervisor

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dioscoro M. Bolatete Jr

Signature: 

Performance Rating: Very Satisfactory

Aim: To assist and help the supervisor/director on the development of center programs and related activities.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step:

- Coordination with project leader, consultation with the RA/project leaders for specific tasks and project activities.
- Monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry
- spearhead the development, maintenance and full utilization of learning site for research and production of rootcrop and related activities
- Assist in the extension project of the center.
- Observation of field worker safety and quality of work.

Result:

- By the end of the second quarter, whole experimental area was fully utilized by the project.
- Maintained orderly and cleanliness of the whole experimental area
- Maintained the Philrootcrops learning site and plan its full potential
- Implemented task assigned by the extension program leader
- Catered the needs and concerns of walk-in clients regarding planting materials not only the research community but also other agencies and farmers from other regions.

Date: July 2018
December 2018

Target Date:

Next Step:

- Continue in maintaining the experimental area by implementing regular monitoring and cleanliness
- Implement some tangible projects in the learning site
- Continue establishing some activities related to the extension project of the center

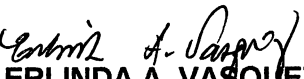
Outcome:

- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers and farmers' association in promoting rootcrop and help the industries as a whole

Final Step/Recommendation:

To maintain the whole experimental area, learning site and continue serving stakeholders in-order to promote rootcrops.

Prepared by:


ERLINDA A. VASQUEZ
Unit Head