



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| Numerical Rating per IPCR   | 4.59                    | 70%                      | 3.21                                    |
| Supervisor/Head's assessment of<br>his contribution towards attainment<br>of office accomplishments | 4.37                    | 30%                      | 1.31                                    |
| TOTAL NUMERICAL RATING  |                         |                          | 4.52                                    |

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.52

FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

MARIA ELSA M. UMPAD  
Administrative Officer II

ERLINDA A. VASQUEZ  
Director

Approved:

OTHELLO B. CAPUNO  
Vice President for Res and Ext

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

**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 **Jul 01, 2019** to **Dec 31, 2019**

  
**DIOSCORO M. BOLATETE, JR**  
RATEE

APPROVED:   
**ERLINDA A. VASQUEZ**  
HEAD OF UNIT

| MFO and PAPS              | SUCCESS INDICATORS   | TASK ASSIGNED  | TARGET * | ACTUAL ACC | Rating |    |    |      | REMARKS |
|---------------------------|--|--|----------|------------|--------|----|----|------|---------|
|                           |  |  |          |            | Q1     | E2 | T3 | A4   |         |
| Research Support 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 | 12       | 14         | 4      | 5  | 5  | 4.67 |         |
|                           |  | Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production  | 10       | 10         | 4      | 5  | 5  | 4.67 |         |
|                           | 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        | 6          | 5      | 5  | 5  | 5    |         |
|                           |  | To provide updates of the progress and outcome of production activities  | 6        | 6          | 4      | 4  | 4  | 4    |         |

|                     |   |   |    |    |   |   |   |      |  |
|---------------------|---|---|----|----|---|---|---|------|--|
|                     | 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 | 12 | 4 | 4 | 4 | 4    |  |
| Production          | Nursery establishment for quality planting materials  | Monitor and Established rootcrop nurseries and demo farm in campus and outside VSU. | 5  | 6  | 5 | 5 | 5 | 5    |  |
|                     | Number of farm assisted and monitored production of raw materials   | Number of production area assisted and visited                                      | 8  | 8  | 5 | 5 | 5 | 5    |  |
| Extension Services  | Act as resource person during training  | To conduct training on rootcrop production  | 3  | 3  | 4 | 5 | 5 | 4.67 |  |
|                     | Provide technical services for walk-in client   | Number of orientation   | 3  | 4  | 5 | 5 | 5 | 5    |  |
|                     | Number of farmer/technicians serve  | Number of farmers briefed and trained with rootcrop technologies                    | 50 | 60 | 5 | 5 | 5 | 5    |  |
|                     | Number of farm assisted and monitored   | Number of production area assisted and visited                                      | 8  | 8  | 4 | 5 | 5 | 4.67 |  |
|                     | Overall coordinator for exhibit in and outside campus and other activities  | put up rootcrop exhibit in VSU, LGU, NGO, etc.                                      | 2  | 2  | 4 | 4 | 4 | 4    |  |
|                     | Collection of rootcrops materials during survey to be integrated in the PhilRootcrops germplasm   | Collected rootcrop material:<br>Sweetpotato   | 1  | 1  | 4 | 4 | 4 | 4    |  |
| <b>Total Rating</b> |   |   |    |    |   |   |   |      |  |



|   |                   |      |
|---|-------------------|------|
| Average Rating (Total Over-all rating divided by 4) |                   |      |
| Additional points                                   |                   |      |
| Punctuality   |                   |      |
| Approved Additional points (with copy of approval)  |                   | 4.59 |
| FINAL RATING  | Very Satisfactory |      |
| ADJECTIVAL RATING                                   |                   |      |

To attend training on research proposal preparation and writing research results for publication

To attend other trainings like personality development, health and wellness and stress management and leadership

Evaluated and Rated by:

*Erinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director  
 Date: \_\_\_\_\_

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
 Director for Research and Extension  
 Date: \_\_\_\_\_

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
 VP for Research and Ext'n  
 Date: \_\_\_\_\_

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2019

Name of Staff: Dioscoro M. Bolatete, Jr. Position: Senior 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 |

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| 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 office/department aligned to that of the overall plans of the university.  | 5     | 4 | 3 | 2 | 1 |
| 3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  | 5     | 4 | 3 | 2 | 1 |
| 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.   | 5     | 4 | 3 | 2 | 1 |
| 5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit | 5     | 4 | 3 | 2 | 1 |
| Total Score  |       |   |   |   |   |
| Average Score  | 4.37  |   |   |   |   |

Overall recommendation :

Very Satisfactory

*Erlinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director

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PERFORMANCE MONITORING & COACHING JOURNAL

|   |     |                                 |
|---|-----|---------------------------------|
|   | 1st | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2nd |                                 |
| X | 3rd |                                 |
| X | 4th |                                 |

Name of Office: PhilRootcrops

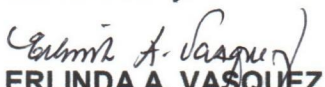
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Dioscoro M. Bolatete, Jr.

| Activity Monitoring  | MECHANISM  |   |                                |                       | Remarks  |
|--|--|---|--------------------------------|-----------------------|--|
|  | Meeting  |   | Memo                           | Others (Pls. specify) |  |
|  | One-on-One   | Group   |                                |                       |  |
| <b>Monitoring</b><br><b>3<sup>rd</sup> Quarter</b><br><b>4<sup>th</sup> Quarter</b><br><br>a. Monitoring of the assigned office activities   | One-on-one discussion with the concerned staff regarding accomplishments of the assigned tasks | Monthly PRDC meetings   | Issuance of internal memoranda |                       | Attendance to monthly PRDC meetings  |
| <b>Coaching</b><br><br>Coaching of staff on the proper procedure in doing the assigned tasks<br><br>Encouraging the staff to attend learning and development such as training offered by the University<br><br><ul style="list-style-type: none"><li>As often as necessary</li></ul> | One-on-one coaching  | Group coaching through meetings and even in group discussions |                                |                       | Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed |

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

Conducted by:

  
**ERLINDA A. VASQUEZ**  
Director

**EMPLOYEE DEVELOPMENT PLAN****Name of Employee:** Dioscoro M. Bolatete Jr**Signature:** **Performance Rating:** \_\_\_\_\_

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

Proposed Interventions to Improve Performance:

Date: July 1, 2019

Target Date: December 31, 20 2019

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: Jan 2020

Target Date: June 2020

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 production and extension project of the center
  - Assist in the implementation of Land Use and Development and Infrastructure Planning in the university
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Outcome:

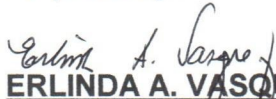
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- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers and farmers' association in promoting rootcrop and help the industries as a whole
- 

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