



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Gongora, Mikaela M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.73	70%	3.31
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.55	30%	1.37
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **Outstanding**

Prepared by: _____

PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by: _____

MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval: _____

ROSA OPHELIA D. VELARDE
Director for Research

Approved: _____

MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mikaela M. Gongora, of the PhilRootcrops commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2022.

MIKAELA M. GONGORA
Ratee

Approved: MARLON M. TAMBIS
Assistant Director

EDGARDO E. TULIN
Director

[illegible]

Total Over-all Rating									
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Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		4

Comments & Recommendations for Development Purpose:

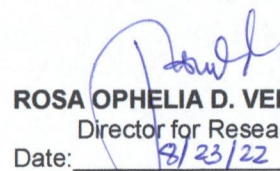
To attend capability build-up trainings in relation to the conduct of research.

Evaluated and Rated by:



EDGARDO E. TULIN
 Director
 Date: _____


MARLON M. TAMBIS
 Asst. Director
 Date: _____

Recommending Approval


ROSA OPHELIA D. VELARDE
 Director for Research
 Date: 8/23/22

Approved by:


MARIA JULIET C. CENIZA
 VP for Research and Extension
 Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

Name of Staff: Mikaela M. Gongora

Position: Science Research Assistant

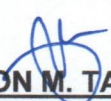

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total				
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	4.55				

Overall recommendation : _____



MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**


Head of Office: **Dr. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Mikaela M. Gongora**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>1st Quarter /</u> <u>2nd Quarter</u> a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding the production and dissemination of IEC materials and other assigned office activities.	Meeting with staff under the Extension Division	Memo to attend the meeting		Concerns regarding the dissemination of IEC materials were addressed
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Advising the staff to strictly follow the COVID-19 health protocols <ul style="list-style-type: none">As often as necessary	One-on-one coaching	Group coaching through meetings and group discussions			Positive response to the coaching activity

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

Conducted by:


MARLON M. TAMBIS
 Immediate Supervisor

Noted by:


EDGARDO E. TULIN
 Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKAELA M. GONGORA**

Performance Rating: _____

Aim: Promotion of PhilRootcrops' Technologies for Development

Proposed Interventions to Improve Performance:

Date: January 01, 2022

Target Date: June 30, 2022

First Step:

- Meeting and coaching with the concerned staff to conceptualize strategic interventions and approaches in promoting PhilRootcrops' technologies, strengthening partnerships and linkages with other private and government agencies, and sustaining the implementation of extension services for development.

Result:

Effective dissemination of rootcrops technologies to concerned stakeholders

Forged partnerships and linkages with concerned private and government entities

Sustained the implementation of PhilRootcrops' extension services for development

Date: July 01, 2022

Target Date: December 31, 2022

Next Step:

Meeting and coaching of staff for the improvement of her previous tasks as well as setting up of new assignments and targets for the year

Outcome: Effective dissemination of various rootcrops technologies to target clientele and strengthened partnerships with private and government agencies

Final Step/Recommendation:

To maintain performance and/or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:


MARLON M. TAMBIS/EDGARDO E. TULIN
Assistant Director/Director

Conforme:


MIKAELA M. GONGORA
Name of Ratee/Faculty/Staff