



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **REYNANTE G. MACAPANAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.29
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.66


FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: Outstanding


Prepared by:


VANESSA MAY B. MILAN
Name of Staff


Reviewed by:


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for REI

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, REYNANTE G. MACAPANAS, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.

REYNANTE G. MACAPANAS

Ratee

Date:

Approved:

JEROME O. ARRIBADO

Director, Eco-FARMI

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
MFO 3. Research Services										
	PI 2. Number of research outputs presented in regional/ national/int'l fora/conferences									
	In institutional fora/conferences (In-house review)		Prepares/reproduces paper for presentation	1						
			Prepares/consolidates project/study report for RDE In-house Review and Evaluation	1						
			Serves as facilitator during In-house Review, encode research outputs and evaluation	1						
			Assists/prepares PowerPoint presentations	1						

	PI 3. Number of research projects conducted and/or completed on schedule	Prepares/encodes research reports and budget	1						
MFO 4. Extension/Production Services									
	Extension Activities								
	PI 1. Number of person-days trained weighted by length of training	Facilitates training / lecture; hands-on	50	56	5	5	5	5	
		Prepares Power Point presentation	1	1	5	5	4	4.67	
		Prepares logbook of attendance	1	1	5	4	5	4.67	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepares/reproduces brochures and leaflets	2						
	PI 3. Number of IEC materials distributed	Distributes IEC materials to trainees, clients, etc.	50	4	4	5	5	4.67	
	Production Activities								
	PI 1. Production of vermicast (no. of bags)	Monitors production and selling of vermicast	400	186	5	5	5	5	
	PI 2. Production of IMO 2	Produces IMO2 for rapid decomposition of substrates	4	6	5	5	5	5	
	PI 3. Preparation of monthly financial report	Prepare and submit monthly financial report	12	6	5	5	4	4.67	
	PI 4. Expansion of vermiculture area; number of beds	Monitors construction of beds							
MFO 5. Support to Operation (STO)									
	PI 1. Monthly production of vermitea	Produces and monitors production of vermitea	15	10	5	4	5	4.67	

	PI 2. Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	8	5	5	5	5	5	
	Total Over-all Rating							43.33	
	Average Rating							4.81	
	Adjectival Rating							0	

Evaluated and rated by:


JEROME O. ARRIBADO

Unit Head

Date:

Recommending Approval:


ROSA OPHELIA D. VELARDE

Director, Research

Date:

Approved by:


MARIA JULIET C. CENIZA
 Vice President for Research, Extension and Innovation

Date:

Comments and Recommendation for Development Purpose:

Attend training and workshop relevant to advanced knowledge in Organic Agriculture.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: REYNANTE G. MACAPANAS

Position: SRA


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		52				

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		52				
Average Score		4.33				

Overall recommendation : _____


JEROME O. ARRIBADO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2023

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

Name of Employee: **REYNANTE G. MACAPANAS**


Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

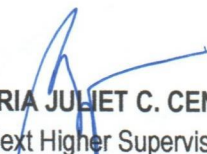
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Discussion on farm updates, specifically on the vermicast project: vermicast, worms, vermitea production, and crop production Meeting and discussion update on the training requested by the CAO Baybay and CAD Ormoc on IMO6 and vermicast production and SALT approach Meeting and discussion update of the DTHM students' basic tour guiding to various VSU Research Centers		June 6, 2023 June 6, 2023 June 6, 2023				
Coaching Conduct meeting with farm and extension staff Conduct consultations		once every 1st and 2nd Quarter 2023 January & April 2023				

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

Conducted by:


JEROME O. ARRIBADO
 Immediate Supervisor

Noted by:


MARIA JULIET C. CENIZA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January-June 2023

Name of Employee : REYNANTE G. MACAPANAS
Performance Rating : _____

Aim: To continuously enhance knowledge in conducting field experiments in crop production and vermicomposting/organic agriculture.

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

Date: January Target Date: within 1st Quarter of 2023

First Step:

Seek relevant training workshop related to crop production through vermicomposting or an organic farming approach.

Result:

Attend relevant training workshop on crop production through organic farming approach.

Date: April Target Date: within 2nd Quarter of 2023

Next Step:

The training workshop knowledge and concepts must be utilized in vermiculture and crop production trials at the demo farm.

Outcome:

Improve the capacity to perform crop production field studies while simultaneously becoming well-prepared and capable of functioning as a resource person for vermicomposting and organic farming training workshops.

Final Step/Recommendation:

Prepared by:


JEROME O. ARRIBADO

Unit Head

Conforme:


REYNANTE G. MACAPANAS

Name of Ratee