

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

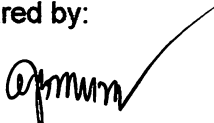
Name of Administrative Staff: Demetrio V. Belmonte, Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.79	70%	3.35
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.18	30%	1.25
Total Numerical Rating			4.60

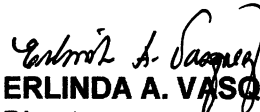
TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding

Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:

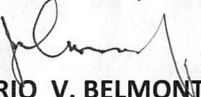

ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEMETRIO V. BELMONTE JR., of 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 July, 2018 to December, 2018.


DEMETRIO V. BELMONTE JR.
 Ratee

Approved: 
DILBERTO O. FERRAREN
 Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of taro genotypes evaluated under different stages of trials	Supervised in the set-up and evaluation of trials							
		• Single plant	400	435	4	5	5	4.67	
		• Single row	100	131					
		• replicated trial	8	8					
		• NCT taro regional trial							
		- Upland	8	8					
		- Lowland	8	8					
	Number of elite genotypes planted for breeding purposes	• Set-up taro breeding nursery	10	14	5	5	5	5	
	Number of varieties/promising genotypes propagated	• Supervised planting of taro varieties and promising genotypes for mass propagation	10	12					
	Number of planting materials distributed	• Prepared and distributed taro planting materials to interested clients	300	3,000					
	Number of data set gathered	• Gathered data on agronomic parameters (growth parameters, pests and disease incidence, yield, dry matter content, etc.) of taro in the different trials	20	40					

[illegible]

Other Services	Number of hours devoted to cleaning of laboratory and office room	Cleaning of office and laboratory room including apparatus and equipments	24	32	5	4	5	4.67	
Total Over-all Rating									4.79
		Average Rating (Total Over-all Rating divided by 4)		Comments and Recommendations for Development Purposes: To attend training on ge mplant management and conservation of accessions					
		Additional Points:							
		Punctuality							
		Approved Additional Points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING <i>Outstanding</i>							

Evaluated and Rated by:

Erlinda 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

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: Demetrio V. Belmonte, Jr. Position: Sci. Res. Aide

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		46/11 = 4.18				
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

office/department aligned to that of the overall plans of the university.					
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					

Overall recommendation : _____

ERLINDA A. VASQUEZ
Name of Head

PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office : **PHILROOTCROPS**

Head of Office : **Erlinda A. Vasquez**

Name of Faculty/Staff: **DemetrioV. Belmonte Jr.**
 Signature : 
 Date: 1/18/19

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-one	Group			
Monitoring					
A. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were addressed
B. Report writing	One on one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual inhouse reports
Coaching					
A. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
B. Proposal writing	One on one sharing of ideas for future proposal				Submission of proposals for review and approval

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

Prepared/ Conducted by:


DILBERTO O. FERRAREN

Immediate Supervisor

Verified by:


ERLINDA A. VASQUEZ

Next Higher Supervisor

Cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLANName of Employee : **Demetrio V. Belmonte Jr.**Performance Rating: Outstanding

Aim : To assist and help the project leader in the development of new taro varieties

Proposed Interventions to Improve Performance:

Date : July, 2018

Target Date : December, 2018

First Step:

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- Coordination with project leader for specific tasks and project activities
 - Selection of taro varieties through field evaluation with high yield, high dry matter content, resistant to pests and diseases and good eating quality
 - Meeting with field workers regarding propagation of taro planting materials to meet the demands of interested clients especially the farmers.
 - Constant supervision on the re-establishment of taro breeding nursery and set-up of taro trials
 - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
 - Observation of field workers safety and quality of work
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Result :

-
- By the end of 4th quarter, the taro breeding nursery was re-established and field evaluation trials of new taro genotypes were set-up
 - Propagation of taro varieties and seed sets are ready for distribution to interested clients and farmers
 - Catered the needs and concerns of walk-in clients regarding taro planting materials not only the research community but also other agencies and farmers from other regions.
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Date January, 2019

Target Date : June, 2019

Next Step :

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- Continue in maintaining the taro trials through weeding, fertilizer application, hilling-up and other maintenance activities for optimum growth.
 - Continue in maintaining the taro breeding nursery through proper maintenance activities
 - Continue planting the new set of selected taro seeds as a result of taro breeding
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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 and taro industries for the need of good planting materials
-

Final Step/ Recommendation:

To maintain the production of good quality taro planting materials

Prepared by :

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Unit Head