



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Troyo, Anita D.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.1	70%	2.87
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.36
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

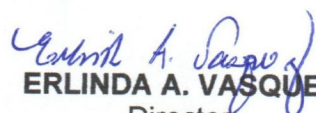
FINAL NUMERICAL RATING: **4.23**

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by: _____


MARIA ELSA M. UMPAD
AO II


Reviewed by: _____


ERLINDA A. VASQUEZ
Director

Recommending Approval: _____


JOSE L. BACUSMO
Director for Research

Approved: _____


OTHELLO B. CAPUNO
VP for Res. Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, ANITA D. TROYO 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 July 1, 2020 to December 31, 2020

ANITA D. TROYO
RATEE

APPROVED:

LISA L. ARCE
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Research Services	Number of maintained cassava accessions in the germplasm	1. Monitor field stand of the collection 2. Supervise periodic transfer of collection 3. Supervise laborer activities (weeding, replanting of low germinating accession and application of necessary chemicals such as fertilizer and pesticides) in maintaining the germplasm 4. Maintain proper labelling of each accession 5. Assist in evaluation of collection	262	262	3	4	4	3.4	
	Number of HCN analysis and dry matter content analysis of all cassava hybrid and introduced varieties conducted	1. Prepare samples for HCN and DM method analysis from the field 2. Perform HCN analysis using Picric method 3. Read and interpret results	300	380	4	5	5	4.4	
	Land area (hectare) devoted for cassava propagation of 48 selected varieties using 2 nodes technology	1. Supervise establishment of the experimental area 2. Supervise laborer in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Supervise laborers in the field maintenance of all propagated varieties	2	3	4	4	4	4	
	Land area (hectare) devoted for cassava nursery	1. Supervise laborers in planting, weeding, under brushing, pruning, and fertilizer application of selected varieties in the nursery	1	1	3	4	4	3.4	

Extension services	Number of distributed clean planting materials (cutting)	1. Entertain walk-in clientele asking for planting materials 2. Supervise distribution of clean planting materials 3. Kept intensive record of distributed planting materials and recepients	10,000	16,000	4	5	5	4.4
	Number of facilitated cassava training	1. Resource person 2. Assist in extension training sponsored by the center	2	4	4	4	4	4
Other Duties Needed by the Center	Number contact hours dedicated to perform tasks assigned by the Project Leader	1. Assist in putting up exhibit 2. Entertain walk-in clientele asking for cassava technology 3. Assist and facilitate activities conducted by the center or other attached agencies related to the cultural management of cassava	20	24	4	5	5	4.6
Total Rating								4.1

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.1
ADJECTIVAL RATING		Very satisfactory

Comments

: Organize project data for turn over to the next project staff who will handle the project

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

Evaluated and Rated by:

ERLINDA A. VASQUEZ
Dept./Unit Head
Date _____

Recommending Approval:

JOSE L. BACUSMO
Director for Research
Date _____

Approved by:

OTHELLO B. CAPUNO
VP in Research, Extension and Inovation
Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Anita D. Troyo

Position: Science 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	5	4	3	2	1

improvement of his work accomplishment					
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	4.54				

Overall recommendation : Very Satisfactory

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

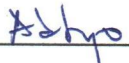
PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Erlinda A. Vasquez

Name of Faculty: Anita D. Troyo

Signature: 

Date: _____

Activity Monitoring				Remarks
	Meeting		MEMO	
	One-on-One	Group	Other (pls.Specify)	
Monitoring				
A. Research project meetings	One-on-one discussion with project leader and constant follow-up of activities	Special meeting with the project leader, staff and field workers for immediate issues and concerns		Problems and concerns were addressed
B. Report	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 in-charge reports
Coaching				
A. On-going project	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			Assist in making of proposal and submission for review and approval


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

Prepared by/conducted by:

Verified by:


LISA J. ARCE

Immediate Supervisor


ERLINDA A. VASQUEZ
Next Higher Supervisor

CC: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Anita D. Troyo

Signature: Ashya

Performance Rating: Very Satisfactory

Aim: To assist and help the project leader on the development of new cassava varieties.

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

-
- Coordination with project leader for specific tasks and project activities.
 - Selection of cassava varieties through analyses specifically tubers with low HCN content and high starch yield properties.
 - Meeting with field workers regarding propagation of cassava planting materials to meet the demands of stakeholders especially the farmers.
 - Constant supervision on the re-establishment and maintenance of cassava germplasm collection and cassava breeding blocks.
 - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
 - Observation of field worker safety and quality of work.
-

Result:

-
- By the end of the second quarter, the cassava germplasm collection and cassava breeding blocks was re-established.
 - Catered the needs and concerns of walk-in clients regarding cassava planting materials not only the research community but also other agencies and farmers from other regions.
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Date: January 2021

Target Date: April 2021

Next Step:

-
- Continue in maintaining the cassava germplasm collection and cassava breeding blocks through weeding, fertilizer application, hilling up and under brushing for optimum growth.
 - Continue planting the new set of selected cassava seeds as a result of cassava 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 cassava industries for the need of good quality planting materials.
-

Final Step/Recommendation:

To maintain the production of good quality cassava planting materials.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 Unit Head