

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Lucenita S. Estoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.67	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
Total Numerical Rating			4.61

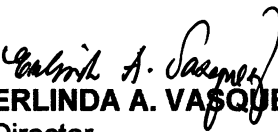
TOTAL NUMERICAL RATING: 4.61
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.61

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

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LUCENITA S. ESTOY, 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 1, 2018 to December 31, 2018.

LUCENITA S. ESTOY
Ratee

Approved:

LADIE ANNE P. CONDE
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	• Number of root crop-based food products produced	• Production of root crop-based food products for commercialization <ul style="list-style-type: none">- cassava cookies- cassava espasol- pitsi-pitsi- tarroz wine- macaroons	23,000 pcs	23,568 pcs					
			60 rolls	24 rolls	5	5	5	5	
			600 pcs	622 pcs					
			30 bottles	30 bottles					
			250 pcs	250 pcs					
	• Process fresh and dried cassava grates for the different cassava products	• Production of dried cassava grates	40 kls	45 kilos	4	5	5	4.67	
			20 kls	25 kilos	4	5	5	4.67	
			20	20	3	5	5	4.33	
			1	1	3	5	5	4.33	
			150 hours	150	3	5	5	4.33	
	• Number of samples analyzed	• Analyze food samples							
• Number of equipment maintained	• Maintain equipment								
• Number of hours devoted to cleaning the laboratory,	• Cleaning the laboratory, materials and utensils used.								

[illegible]

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

Comments & Recommendations for Development Purpose:

To attend trainings on product development, GMP practicea

Evaluated and Rated by:

Er Linda 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
 VP for R&E

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018Name of Staff: Lucenita S. EstoyPosition: Sci. Res. 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
Total Score		49 / 11 = 4.45				
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 : _____

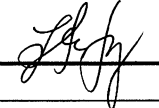

ERLINDA A. VASQUEZ
Name of Head

PERFORMANCE MONITORING & 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: LUCENITA S. ESTOY Signature: 

Date: January 26, 2019

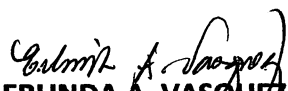
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Monitoring of production, research, extension activities B. Book keeping	One on One discussion with staff about, a.) training schedules b.)availability of products Monthly audit of sales and expenses	c.) important activity of VSU that concerns the laboratory and its other staff			Collectibles need to be billed and paid
Coaching A. Product development and purchases	One on One planning with staff on 1a. Probable new products 2b.Identification and purchasing of new production equipment				

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

Prepared/Conducted by:


LADIE ANNE P CONDE
Immediate Supervisor

Verified by:


ERLINDA A. VASQUEZ
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lucenita S. Estoy

Performance Rating: _____

Aim: To develop and produce food products from rootcrops, and train potential technology adopters

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step:

- Production of root crop-based food products for commercialization
- Analyze food samples
- Maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center

Result:

- Produced cassava cookies, cassava espasol, pitsi-pitsi, tarroz wine, and macaroons
- Generated a total of Php 51,837.00 in sales
- A resource person to 8 food processing trainings within and outside the center

Date: January 2019 Target Date: June 2019

Next Step:

- Continue production of root crop-based food products
- Continue to maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center
- Conduct experiments to develop new food product from root crops


Outcome:

- Produced rootcrop products throughout the year and generated income to purchase new equipment
- Served as resource person to different trainings within and outside the center
- New food product for evaluation


Final Step/Recommendation:

- Develop new products
- Utilize income generated to purchase more equipment to aid in faster production

Prepared by:


ERLINDA A. VASQUEZ
Unit Head

Conforme:


LUCENITA S. ESTOY
Name of Ratee Faculty/Staff