



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.63	30%	1.39
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any:

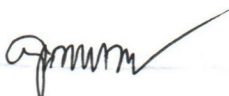
TOTAL NUMERICAL RATING: 4.66

FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: Outstanding

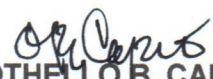
Prepared by:

Reviewed by:


MARIA ELSA M. UMPAD
Administrative Officer II


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
Vice President for Res and Ext

"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, 2019 to December 31, 2019.

LUCENITA S. ESTOY
Ratee

Approved:

JULIE D. TAN
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			4	5	4	4.33	
		- cassava cookies	23,000 pcs	23,644 pcs					
	• Develop new root crop-based food product	- cassava espasol	20 rolls	30 rolls					
		- pitsi-pitsi	200 pcs	250 pcs					
		- macaroons	150 pcs	200 pcs					
		• Develop new food product	1	1	4	5	5	4.67	
	• Process fresh and dried cassava grates for the different cassava products			22 kls					
		• Production of dried cassava grates	20 kls		4	5	5	4.67	
		• Production of frozen fresh cassava grates	20 kls	25 kls					
	• Number of samples analyzed	• Analyze food samples	20	20	4	5	5	4.67	
	• Number of equipment maintained	• Maintain equipment	1	1	4	5	5	4.67	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend capability build-up training like food processing and food safety

Evaluated and Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ

Director

Date: _____

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

Recommending Approval:

Jose L. Bacusmo
JOSE L BACUSMO

Director, RDE

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO

VP for R&E

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2019

Name of Staff: Lucenita S. Estoy

Position: 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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score					
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	4.63				

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
Director

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PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: ERLINDA A. VASQUEZ

Name of Faculty/Staff: LUCENITA S. ESTOY Signature:  Date: _____

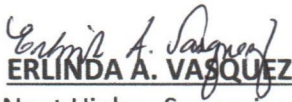
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Monitoring of production, research, extension activities B. Book keeping	One on One discussion with staff about, a.)training schedules b.)availability of products Monthly audit of sales and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

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

Prepared/Conducted by:


JULIE D. TAN
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: Outstanding

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

Proposed Interventions to Improve Performance:

Date: July, 2019 Target Date: December, 2019

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 38,799.00 in sales
- A resource person to four (4) food processing trainings within and outside the center

Date: January 2020 Target Date: June 2020

Next Step:

- Continue production of root crop-based food products
- Develop new root crop food products
- Continue to maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center

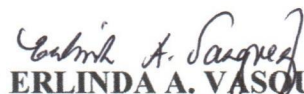
Outcome:

- Produced rootcrop products throughout the year and generated income
- Developed new root crop-based food products
- Served as resource person to different trainings within and outside the center

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