



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **Mary Rose M. Maniego**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.81**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**PRECILA C. BELMONTE**  
 Temp. Administrative Officer  
 12/2/24

Reviewed by:

**MARLON M. TAMBIS/ ALAN B. LORETO**  
 Assistant Director/ Director  
 12/2/24


Approved:

**SANTIAGO T. PEÑA JR.**  
 VP for Res., Ext., & Innovation



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MARY ROSE M. MANIEGO**, of **PhilRootCrops** accomplished the following targets in accordance with the indicated measures for the period March 15 to June 30, 2024.

  
**MARY ROSE M. MANIEGO**  
 Ratee *12/2/24*

Approved:   
**MARLON M. TAMBIS**  
 Assistant Director *12/2/24*

  
**ALAN B. LORETO**  
 Director *12/2/24*

MFO & PAPs	Success/Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UFMO 2: Higher Education Services</b>									
<b>MFO 1: Curriculum Program Management System</b>									
<b>UFMO 3: Research Innovation Services</b>									
<b>MFO 3: Faculty Evaluation Services</b>									
<b>UFMO 4: Extension Services</b>									
	<u>PI 2:</u> Number of trainings conducted	Serve as a resource person to trainings or workshops conducted		2	5	5	5	5	

		by the Institute							
	<b>PI 3:</b> Number of IEC materials/technoguides developed/used	IECs relate to primary and secondary food products	3	3	5	5	5	5	
	<b>PI 5:</b> Number of technical/expert services (as Resource Person)	Trainings related to root crops products and food safety	2	3	5	5	4	4.67	
	<b>PI 6:</b> Number of promotional activities	a. Assist in reaching out Rootcrop Clienteles through promotional activities and Development of Multimedia Materials							
		- Facilitation of Radio guesting	3	7	5	5	5	5	
		- Assist in producing online contents (Facebook)		36,389	5	5	5	5	People reached online
	<b>PI 6:</b> Number of activities documented	b. Document and facilitate the extension activities of the center both actual and virtual	5	12	5	5	5	5	
	<b>PI 11:</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty)	Product pitching awards	1	2	5	5	5	5	



	<b>PI 17:</b> Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fair, field days, agri-exhibit, Techno-forum, Techno-festival	Facilitation of tech fairs an exhibits	2	4	5	4	5	4.67	
	<b>PI 18:</b> Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	As an exhibitor, resource person, and facilitator	100	162	5	5	4	4.67	
<b>Total Over-all Rating</b>									44.01

<b>Average Rating (Total Over-all rating divided by 4)</b>	4.89	
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>	4.89	
<b>ADJECTIVAL RATING</b>	outstanding	

to attend training / seminars related to extension services programs.

Evaluated & Rated by:

Recommending Approval:

Approved by:

ALAN B. LORETO  
Director  
Innovation

MARLON M. TAMBIS  
Assistant Director

IVY C. EMNACE  
Director for Research

SANTIAGO T. PEÑA JR.  
VP for Research, Extension, and

Date: 12/2/24

Date: 12/3/24

Date: 12/9/24

Date: 12/2/2024

1 - Quality 2 - Efficiency

3 - Timeliness 4 - Average



## PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PHILROOTCROPS**

Head of Office: **ALAN B. LORETO**

Name of Faculty/Staff: **MARY ROSE M. MANIEGO**


SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

Activity Monitoring	MECHANISM			Memo	Others (Pls. specify)	Remarks
	Meeting					
	One-on-One	Group				
<b>Monitoring</b>						
A. Extension/ Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, field workers for immediate issues and concerns				Problems and concerns were addressed
B. Monitoring of Extension/ Research activities	One on one discussion about training schedule and activities	Important activities of VSU that requires resource person and product display during Agri-Fairs				
C. 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 In-House reports
<b>Coaching</b>						
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

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

Prepared/Conducted by:

  
**MARLON M. TAMBIS**  
Immediate Supervisor

Noted by:

  
**ALAN B. LORETO**  
Next Higher Supervisor

Cc: OVPAA  
ODHRM  
RSPPRO

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Mary Rose M. Maniego  
Performance Rating: \_\_\_\_\_

Signature: 

Aim: To assist the documentations of PhilRootcrops research and development and extension activities

Proposed Interventions to Improve Performance:

Date: July 1, 2024

Target Date: Dec. 31, 2024

First Step:

- Document the research and development and extension activities of PhilRootcrops.
- Facilitates the conduct of extension related activities at the center;
- Prepares the necessary report and accomplishments of the center;

Result:

- By the end of the fourth quarter, the activities, data, and accomplishments of the center are documented, consolidated, and converted into quarterly, training reports, and comprehensive reports.

Date: January 1, 2025

Target Date: July 31, 2025

Next Step:

- Facilitates the needs of visitors and clients of the center;
- Serve as a resource person for food processing trainings;

Outcome:

- Facilitated clients and even walk in visitors information and orientations about PhilRootcrops and its technologies.
- Provided technological assistance to clients like written SSOPs and SOPs to root crop processing industries.
- Served as a resource person to various food processing trainings.

Final Step/Recommendation:

To document research and development and extension activities of PhilRootcrops (2014)

Prepared by:

  
**MARLON M. TAMBIS**  
Unit Head



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: Mary Rose M. Maniego

Position: Science Research 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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					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					51
Average Score					9.64
Overall recommendation:					

  
**ALAN B. LORETO**  
 Director