



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

**Annex P**

Name of Administrative Staff: **ODELO B. BALDOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	30%	1.13
<b>TOTAL NUMERICAL RATING</b>			<b>4.53</b>

TOTAL NUMERICAL RATING: 4.53


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.53

FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: Very Satisfactory

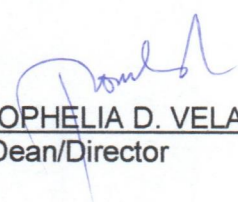
Prepared by:

  
**VANESSA MAY B. MILAN**  
Name of Staff

Reviewed by:

  
**DHENBER C. LUSANTA**  
Department/Office Head

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Dean/Director

Approved:

  
**MARIA JULIET C. CENIZA**  
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ODELO B. BALDOS, Agricultural Technician II of the ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE 2022.

  
**ODELO B. BALDOS**

Agricultural Technician II

Date: JULY 04, 2022

Approved:

  
**DHENBER C. LUSANTA**

OIC - Director

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	100% compliant	5	5	5	5	
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	



		On institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	5	4	4.33	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of EcoFARMI	100% compliant	100% compliant	5	5	5	5	
			Provides support services and assistance in the operation of the administrative function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	5	5	5	
		Number of research and/or extension activities assigned to provide support	Provides support services and assistance in the operation of the research and extension function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	2	450% (9/2)	5	5	5	5	4 farmers associations trained on Biofertilizer Production, 3 OJT students supervised, 2 barangays in 2 LGUs regularly visited
			Manage the Eco - FARMI Demonstration Farm	1	100% (1/1)	4	5	5	4.67	As Agricultural Technician II
	<b>PI 3:</b> Additional Outputs	<b>A 48.</b> Other outputs implementing the new normal								
	<b>Total Over-all Rating</b>								34	
	<b>Average Rating</b>								4.86	
	<b>Adjectival Rating</b>								Outstanding	

Evaluated & Rated by:

**DHENBER C. LUSANTA**

OIC - Director

Date:

Recommending Approval:

**ROSA OPHELIA D. VELARDE**

Director for Research

Date:

Approved by:

**MARIA JULIET C. CENIZA**

Vice President for REI

Date:

Comments and Recommendation for Development Purpose:

seek and attend relevant trainings related to organic farming.

Attend training/workshops related to enhancing skills as Ag. Tech.





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: ODELO B. BALDOS

Position: Agricultural Technician II

**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		45				
<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						
Average Score		3.75				

Overall recommendation : \_\_\_\_\_

**DHENBER C. LUSANTA**  
 Printed Name and Signature  
 Head of Office

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2022

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

Name of Employee: **ODELO B. BALDOS**

Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> Preparation of natural farming concoctions.  Preparation of the materials for the rehabilitation of the protected structure for organic production.	January 2022 April 2022  May 2022				
<b>Coaching</b> Conduct of monthly meetings with farm workers		every 1st week of the month.			
Supervised the farm workers on the rehabilitation of the protected structure for organic production	1st to 2nd week of June 2022				

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

Conducted by:

**DHENBER C. LUSANTA**  
Immediate Supervisor

Noted by:

**ROSA OPHELIA D. VELARDE**  
Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: January-June 2022

Name of Employee : ODELO B. BALDOS  
Performance Rating : \_\_\_\_\_

Aim: To be updated on with the developments on natural/organic farming and be able to continually impart updates to clients.

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

Date: January 2022 Target Date: within 1st Quarter 2022

**First Step:**

Seek new developments on natural/organic farming practices.

**Result:**

Apply gained new developments on natural/organic farming at the eco-farm.

Impart updates on organic farming to clients.

Date: April 2022 Target Date: within 2nd Quarter 2022

**Next Step:**

Practice gained knowledge at demo farm through extension service.

**Outcome:**

Enhance the skills to conduct natural/organic farming practices while being ready and serve as a natural/organic farming resource person.

Conduct series of training on natural/organic farming to clients.

**Final Step/Recommendation:**

Keep updated on natural or organic farming by attending seminars or calling subject-matter experts.

Prepared by:

**DHENBER C. LUSANTA**

Unit Head

Conforme:

**ODELO B. BALDOS**

Name of Ratee