



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

**Annex P**

Name of Administrative Staff: **Belmonte, Demetrio V. Jr**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.76	70%	3.33
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.75</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.75**

ADJECTIVAL RATING: **Outstanding**

Prepared by: \_\_\_\_\_

**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by: \_\_\_\_\_

**LISA I. ARCE/ EDGARDO. TULIN**  
Assistant Director/ Director

Recommending Approval: \_\_\_\_\_

**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved: \_\_\_\_\_

**MARIA JULIET C. CENIZA**  
VP for Res., Ext., &  
Innovation

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEMETRIO V. BELMONTE JR., 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 - December, 2021

  
**DEMETRIO V. BELMONTE JR.**

Ratee

Approved:

  
**DILBERTO O. FERRAREN**

Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of new taro genotypes generated	Germination of seeds and seedling management	100	114					
	Number of taro genotypes evaluated under different stages of trials	Supervise in the set-up and evaluation of trials			5	5	5	5	
		• Single row trial	25	25					
		• Single plot	10	10					
		• Replicated	5	5					
		• General Trial	7	7					
		• NCT taro regional trial -Upland	8	8					
	Number of elite genotype planted for breeding purposes	• Set-up taro breeding nursery	10	8					
	Number of varieties/promising genotypes propagated	• Supervise planting of taro varieties and promising genotypes for mass propagation	8	10	5	5	5	5	
	Number of planting materials distributed	• Preparation and distribution of taro planting materials to interested clients	100	1,000					

[illegible]




Other Services	Number of hours devoted to cleaning of laboratory and office room	Cleaning of office and laboratory room including apparatus and equipment	36	36	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**  
To attend capability build-up trainings.

Evaluated & Rated by:


  
**EDGARDO E. TULIN**  
Director, PhilRootcrops

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

  
**LISA L. ARCE**  
Asst. Director, PhilRootcrops

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

Recommending Approval:

  
**ROSA OFELIA D. VELARDE**  
Director for Research

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

Approved by:

  
**MA. JULIET C. CENIZA**  
VP for Research, Extension & Innovation

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

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



## Instrument for Performance Effectiveness of Research Staff

Rating Period: July-December 2021

Name of Staff: Demetrio V. Belmonte Jr

Position: Science Research 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>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	4.73				

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

  
**LISA LARCE/EDGARDO E. TULIN**  
 Assistant Director/Director

# **PERFORMANCE MONITORING AND COACHING JOURNAL**

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

Name of Office: PhilRootcrops

Head of Office : Lisa I. Arce/ Edgardo E. Tulin

Name of Staff : Demetrio V. Belmonte Jr.

Signature : 

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



Activity Monitoring				Remarks
	Meeting		MEMO	Other (pls.Specify)
	One-on-One	Group		
<b>Monitoring</b>				
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
<b>Coaching</b>				
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:

  
**DILBERTO O. FERRAREN**  
 Immediate Supervisor

   
**LISA I. ARCE / EDGARDO E. TULIN**  
 Asst. Director / Director

CC: OVPI  
 ODAHRD  
 PRPEO



**EMPLOYEE DEVELOPMENT PLAN****Name of Employee:** Demetrio V. Belmonte Jr.Signature: **Performance Rating:****Aim:** To assist and help the project leader on the development of new taro varieties

Propose Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

**First Step**

- Coordination with project leader for specific tasks and project activities
- Selection of taro varieties through evaluation specifically those with high dry matter content, resistant to pest and diseases, good sensory quality and high yield potentials
- Meeting with field workers regarding maintenance and propagation of taro planting materials to meet the demands of farmers and clients.
- Constant supervision on the re-establishment and maintenance of taro breeding nursery and evaluation trials
- 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 at work

**Result:**

- By the end of 4th quarter, breeding nursey, evaluation trials and propagation plot of taro varieties and genotypes were established.
- Catered the needs and concerns of walk-in clients regarding taro planting materials to farmers and other agencies, including the research community in the regions.

Date: January 2021

Target Date: February 2021

**Next Step:**

- Continue in the evaluation of taro genotypes and maintenance of taro breeding nursery through weeding, fertilizer application, irrigating and other maintenance activities
- Continue planting the new set of selected taro genotypes as a result of breeding.

**Outcome:**

- Served SUC's, LGU's, government agencies, NGOs, individual farmers and farmer's association including research community of VSU for the need of good quality corm and planting materials.

**Final Step/recommendation:**

- To maintain the production of good quality planting materials of recommended taro varieties

Conformer: **DEMETRIO V. BELMONTE JR.**  
Science Research AidePrepared by: **LISA I. ARCE / EDGARDO E. TULIN**  
Asst. Director / Director