



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.55

FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARIA ELSA M. UMPAD
AO II

Reviewed by:

ERLINDA A. VASQUEZ
Director

Recommending Approval:

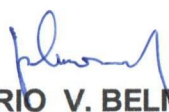
JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
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 January 2020 to June 2020


DEMETRIO V. BELMONTE JR.
Ratee


Approved: **DILBERTO O. FERRAREN**
Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of taro genotypes evaluated under different stages of trials	Supervise in the set-up and evaluation of trials							
		• Single row	20	28	5	5	5	5	
		• replicated trial	6	6					
		• NCT taro regional trial	8	8					
		-Upland	8	8					
		-Lowland							
	Number of elite genotype planted for breeding purposes	• Set-up taro breeding nursery	10	12	5	5	5	5	
	Number of varieties/promising genotypes propagated	• Supervise planting of taro varieties and promising genotypes for mass propagation	8	12	5	5	5	5	
	Number of planting materials distributed	• Preparation and distribution of taro planting materials to interested clients	100	250	5	5	4	4.67	
	Number of data set gathered	• Gathering of data on agronomic parameters	30	35	5	4	5	4.67	

	<p>Number of samples prepared for dry matter determination</p> <p>Number of data set encoded and performed partial statistical analysis</p>	<p>(growth parameters, pests and disease incidence, yield, dry matter content, etc.) of taro in the different trials</p> <ul style="list-style-type: none"> Preparation of taro corm samples and determination of dry matter content Encoding of data in the computer and perform partial statistical analysis 	<p>32</p> <p>30</p>	<p>64</p> <p>35</p>	<p>5</p> <p>5</p>	<p>5</p> <p>4</p>	<p>5</p> <p>5</p>	<p>5</p> <p>4.67</p>	
	Volume of NSICG-9 corms produced and delivered for wine experiment	<ul style="list-style-type: none"> Supervise in corm production of NSICG-9 for wine research 	10 kgs.	2	3	3	3	3	
	Number of reports made	<p>Assists in the preparation of reports</p> <ul style="list-style-type: none"> Quarterly Mid year 	<p>4</p> <p>2</p>	<p>4</p> <p>2</p>	<p>5</p> <p>5</p>	<p>5</p> <p>5</p>	<p>5</p> <p>5</p>	<p>5</p> <p>5</p>	
	Number of laborers supervised	Supervise laborers in the establishment and maintenance activities of experiments/trials	4	4	5	5	5	5	
Extension Services	Number of contact hours devoted to other duties assigned by the project leader	Assisted in putting up of exhibits during anniversaries and other activities of the center	6	0	3	3	3	3	

Other Services	Number of hours devoted to cleaning of laboratory and office room	Cleaning of office and laboratory room including apparatus and equipments	24	28	5	5	5	5	
Total Over-all Rating									4.58

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.58
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations
for Development Purpose:**

To attend trainings related data analyses and interpretation

To organize the data and input these in the computer

Evaluated & Rated by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Dept/Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Research, Extension & Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

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

Position: Science 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 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. 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	4.45				

Overall recommendation : Very Satisfactory

Erinda A. Vasquez
ERLINDA A. VASQUEZ

ERLINDA A. VASQUEZ
Head of Office

PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Erlinda A. Vasquez

Name of Faculty: Demetrio V. Belmonte Jr.

Signature: 

Date: August 28, 2020

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



DILBERTO O. FERRAREN

Immediate Supervisor

Verified by:


ERLINDA A. VASQUEZ

Next Higher Supervisor

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 gabi varieties

Propose Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step

- Coordination with project leader for specific tasks and project activities
- Selection of gabi 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 gabi planting materials to meet the demands of farmers and clients.
- Constant supervision on the re-establishment and maintenance of breeding nursery and gabi trails
- 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 second quarter, breeding nursey, gabi trials and propagation plot of gabi varieties were established.
- Catered the needs and concerns of walk-in clients regarding gabi planting materials to farmers and other agencies, including the research community in the regions.

Date: July 2020

Target Date: December 2020

Next Step:

- Continue in the evaluation of gabi genotypes and maintenance of gabi nursery through weeding, fertilizer application, irrigating and other maintenance activities
- Continue planting the new set of selected gabi seeds 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 corn and planting materials.

Final Step/recommendation:

- To maintain the production of good quality gabi planting materials
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Prepared by:


ERLINDA A. VASQUEZ
Director