

Annex P


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Abogadie, Enrique B.

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	4.64	30%	1.39
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: Outstanding

Prepared by:  
  
MARIA ELSA M. UMPAD  
Administrative Officer

Reviewed by:  
  
ERLINDA A. VASQUEZ  
Director

Approved:  
  
OTHELLO B. CAPUNO  
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Enrique B. Abogadie, of the 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 1, 2018 to June 30, 2018

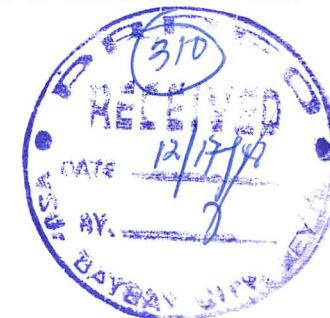
ENRIQUE B. ABOGADIE

Ratee

Approved:

ERLINDA A. VASQUEZ

Director



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of Sweetpotato accessions characterized	<ul style="list-style-type: none"> <li>Assist in characterization of sweetpotato accessions</li> </ul>	30	50	5	4	4	4.33	
	Number of sp recommended varieties propagated	<ul style="list-style-type: none"> <li>Assist in the planting of sp recommended varieties</li> </ul>	30	35					
Major Activities	Number of repairs made of different divisions/sections in the center	Supervised in the renovations, repairs and maintenance of PhilRootcrops building complex							
		<ul style="list-style-type: none"> <li>Repair of comfort rooms, faucets, damaged ceilings, windows, roofs etc</li> </ul>	8	10	4	5	5	4.67	
	Number of laborers supervised	<ul style="list-style-type: none"> <li>Repainting the roofs and the inside and outside the PRCRTC building complex</li> </ul>	10	12					
		<ul style="list-style-type: none"> <li>Supervised the carpenter, welder and mason of the assigned job</li> </ul>	4	4					
	No. of job request served	<ul style="list-style-type: none"> <li>Follow-up and assigned the job request</li> <li>Make follow up of the drivers</li> </ul>	5	5					



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

Comments & Recommendations for Development Purpose:

To attend related capability build up training esp on germplasm curation and maintenance

Evaluated and Rated by:

*Er Linda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
 Director for Research  
 Date: \_\_\_\_\_

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
 Vice President for Research and Extension

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

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Enrique B. Abogadie Position: Sci.Res. Asst.

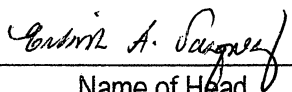
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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

<b>A. Commitment (both for subordinates and supervisors)</b>		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		57				
<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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.67				

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

  
\_\_\_\_\_  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

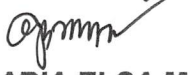
Name of Office: PhilRootcrops

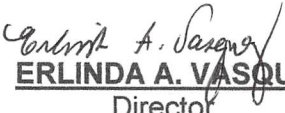
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Enrique B. Abogadie

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e.g. vehicle maintenance, building maintenance, project activities	Meeting with staff under the Administrative Division  Meeting with persons concerned especially with personnel raising the negative feedback			Negative feedback from concerned personnel were addressed  Building and related vehicle activities / maintenance were addressed
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and development activities such as trainings offered by the University  • As often as necessary	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

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

Conducted by:  
  
**MARIA ELSA M. UMPAD**  
Immediate Supervisor

Noted by:  
  
**ERLINDA A. VASQUEZ**  
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ENRIQUE B. ABOGADIE  
Performance Rating: Outstanding



Aim: To service all requests related to vehicle including building and other PhilRootcrops facilities maintenance

To preserve sweetpotato germplasm in the field

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:  
Meeting and coaching of staff regarding his targets and outline different strategies for the attainment of such targets.

- Result:
- Trip tickets facilitated and vehicles dispatched on time
  - PhilRootcrops vehicles maintained
  - On-going renovation of the different facilities of PhilRootcrops
  - SP germplasm maintained

Date: July 1, 2018 Target Date: Dec 31, 2018

- Next Step:
- Periodic monitoring of the assigned jobs
  - Continue with the renovation activities
  - Facilitates trip tickets and dispatch vehicles on time
  - Maintenance of the service vehicles

Outcome:

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit more proposals and continue doing the assigned functions in research, extension, priduction and administration.

To attend capabilty buildp-up trainings.

Prepared by:



ERLINDA A. VASQUEZ  
Director

Conforme:



Name of Ratee Faculty/Staff