



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ral-jie S. Managbanag

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	3.80	70%	2.66
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.73	30%	1.12
TOTAL NUMERICAL RATING			3.78

TOTAL NUMERICAL RATING: 3.78


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 3.78

FINAL NUMERICAL RATING 3.78

ADJECTIVAL RATING: Satisfactory

Prepared by:

  
MARIA ELSA M. UMPAD  
Administrative Officer II

Reviewed by:

  
ERLINDA A. VASQUEZ  
Director

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Res and Ext

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ral-jie S. Managbanag**, Science Research Assistant 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 1, 2019 to December 31, 2019.

Ral-jie S. Managbanag

Ratee

Approved:

Erlinda A. Vasquez

Head of Unit

MFO & PAPs	Task Assigned	Success Indicators	Target	Actual Accomplishment	Rating			
					Q1	E2	T3	A4
<b>Extension</b>								
	Takes charge in light, sound	# of lights & sound services rendered	12	15	4	4	4	4
	system and other audio-visual	# of audio-visual services rendered	12	13				
	facilitation during extension and							
	training hall affairs and in exhibit							
	areas							
	Assist in the implementation of the	# of data set gathered/downloaded	16	16				
	rootcrop base (statistics, information	# of data set encoded	16	16				
	system)	# of data set reviewed	16	16	3	4	4	3.67
		# of data set maintained	16	16				
		# of data set updated	16	16				

	Assist in the implementation of	# of engineering researches assisted	1	1	3	4	4	3.67
	engineering researches, preparation	# of engineering research proposals						
	of proposals and in the development	prepared/assisted	1	1				
	of machines and equipment of the	# of machines & equipment assisted						
	Engineering Division	in their development	7	7				
	Assist in the documentation of	# of developed machines & equip-						
	developed machines and equipment,	ment documented/monitored	7	7				
	their distribution and field monito-	# of monitoring trips conducted	3	3	3	4	4	3.67
	ring	# of monitoring trips documented	3	3				
	Perform other duties that may be							
	assigned.							
	Maintenance of audio-	# of testing/check-up and	12	18	4	4	4	4
	visual equipment &	inventory conducted						
	accessories							
	Facilitation of requests							
	by other PhilRootcrops/							
	VSU staff							
	Scanned Documents/	# of pages scanned	40	50				
	Photos							
	E-mailed Documents	# of documents sent thru	20	25				
		e-mail						
	Photo/Video Documentation	# of photo/video	6	8				
	Conducted (other events)	documentation conducted						



	IEC Materials Printed	# of copies printed	200	235				
	Facilitated Conduct of							
	Faculty Evaluation	# of Classes Evaluated	15	20				
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				3.8
ADJECTIVAL RATING				Very Satisfactory

Evaluated & Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**

Department/Unit Head

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**

Director for Research

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

Comments & Recommendation

Development Purposes:

- To exert more effort to accomplish targets
- To minimize leaves and or absences
- To present tangible accomplishment such a active or running datab

base  
 Approved by:  
 To attend trainings

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**

VP, Research & Extension

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

1 - Quality; 2 - Efficiency; 3 - Timeliness; 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2019

Name of Staff: Ral-jie S. Managbanag Position: Sci. Res. 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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





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					
Average Score	3.78				

Overall recommendation : Satisfactory

  
ERLINDA A. VASQUEZ  
Director

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PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Ral-jie S. Managbanag

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <b><u>3<sup>rd</sup> Quarter</u></b> <b><u>4<sup>th</sup> Quarter</u></b>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding accomplishments of the assigned tasks	Meetings as necessary	Issuance of internal memoranda		Attendance to scheduled meetings
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff to attend learning and development such as training offered by the University  Constant reminding of the staff to report on time and do the assigned tasks religiously  • As often as necessary	One-on-one coaching	Group coaching through meetings and even in group discussions	Issuance of memo		

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

Conducted by:

  
**ERLINDA A. VASQUEZ**  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAL-JIE S. MANAGBANAG**Performance Rating: Satisfactory

Aim: More expose to Agricultural Engineering Works/Application

Proposed Interventions to Improve Performance:

Date: July 1, 2019Target Date: June 30, 2019

First Step:

Get involve and be part in project that requires agricultural knowledge and expertise.Attend refresher /advance course that can enhance skills in agricultural engineering and design

Result:

Acquires additional knowledge and hands-on agricultural engineering worksDate: Jan 1, 2020Target Date: June 30, 2020

Next Step:

Constant practice and hands-onAttendance to related trainingsOutcome: **Capacitated in agricultural engineering works**

Final Step/Recommendation:

Assist and facilitate development of agricultural engineering project (crop processing).

Prepared by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director

Conforme:

*Ral-Jie S. Managbanag*  
**RAL-JIE S. MANAGBANAG**  
 Name of Ratee / Faculty/Staff