



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

**Annex P**

Name of Administrative Staff: **Bolatete, Dioscoro M. Jr**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.33	70%	3.03
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.4</b>

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

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

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


FINAL NUMERICAL RATING: **4.4**

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., &

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, DIOSCORO M. BOLATETE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures

for the period Jul 1, 2020 to Dec 31, 2020

DIOSCORO M. BOLATETE, JR  
RATEE

APPROVED: ERLINDA A. VASQUEZ  
HEAD OF UNIT

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCO	Rating				REMARKS
					Q1	E2	T3	A4	
Research Support Services	Number of field survey, monitoring and maintenance based on PhilRootcrops Land Use Map and its utilization of all experimental sites	To survey, supervise, monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for industry	12	15	4	4	3	4.33	
	Number of consultation with the RA/project leaders and monitoring of all activities related to its project in relation to land area utilization	Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production	12	15					
		Implementation of proper cultural management practices for Rootcrops to showcase better crop stand and yield results	4	4	3				
		To provide updates of the progress and outcome of production activities	6	10					



	Spearhead the development, maintenance and full utilization of PhilRootcrops learning site for research and production of rootcrop and related activities	Maintain and supervise the whole operation of learning site	12	12	3	3	3	3	
Production	Nursery establishment for quality planting materials	Monitor and Established rootcrop nurseries and demo farm in campus and outside VSU.	3	5	5	5	5	5	
	Number of farm assisted and monitored production of planting materials and products	Number of production area assisted and visited	6	8					
Extension Services	Act as resource person during training	To conduct training on rootcrop production	2	4	5	5	5	5	
	Provide technical services for walk-in client	Number of orientation	3	3					
	Number of farmer/technicians serve	Number of farmers briefed and trained with rootcrop technologies	30	50					
	Number of farm assisted and monitored	Number of production area assisted and visited	6	6					
	Coordinatefor exhibit in and outside campus and other activities	put up rootcrop exhibit in VSU, LGU, NGO, etc.	2	0					
	Collection of rootcrops materials during survey to be integrated in the PhilRootcrops germplasm	Collected rootcrop material: Sweetpotato	1	1					
Total Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING	Very Satisfactory	

Comments and Recommendations for  
Developmental Purposes  
To attend build up capability

Evaluated and Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director  
Date: \_\_\_\_\_

Recommending Approval:

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
VP for Research and Ext'n  
Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Dioscoro M. Bolatete, Jr.

Position: Science Agriculturist


**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				
	4.58				
<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	4.6				
Average Score	4.59				

Overall recommendation : Very Satisfactory

  
**ERLINDA A. VASQUEZ**  
 Printed Name and Signature  
 Head of Office



**"Exhibit G"**

**PERFORMANCE MONITORING & COACHING JOURNAL**

X	3 <sup>rd</sup>	Q
X	4 <sup>th</sup>	U
		A
		R
		T
		E
		R

Name of Office: **PHILROOTCROPS**

Head of Office: **Erlinda A. Vasquez**

Name of Faculty/Staff: **DIOSCORO M. BOLATETE, JR**

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

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
<b>Monitoring</b> <b>3<sup>rd</sup> Quarter</b> <b>4<sup>th</sup> Quarter</b>  A. Monitoring of the assigned activities	One on one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned activities  Checking the accomplishments of the assigned tasks e.g. reports, trainings etc	Meeting with the project leader, staff and field workers for immediate issues and concerns  Regular monthly meeting with the PRDC members			Issues, problems and concerns were addressed properly  Office procedures were properly followed  Reports submitted on time
<b>Coaching</b>  Coaching of project staff/laborer on the proper procedure in doing the assigned tasks  Encouraging the project staff/laborer to attend meetings, related learning and development activities	One-on-one coaching  One on one planning and scheduling of monthly activities with supervisor  One on one sharing of ideas	Group coaching through meetings and even in group discussions  Brainstorming activities  Regular monthly PRDC meetings with the members			Positive response to the coaching activity,  Laid out plan and schedule of activities  negative feedback on the

<ul style="list-style-type: none"> <li>As often as necessary</li> </ul>					assigned office activity were immediately addressed
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Prepared/Conducted by:

  
**ERLINDA A. VASQUEZ**  
 Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dioscoro M. Bolatete JrSignature: Performance Rating: Very Satisfactory

Aim: To assist and help the supervisor/director on the development of center programs and related activities.

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step:

- 
- Coordination with project leader, consultation with the RA/project leaders for specific tasks and project activities.
  - Monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry
  - spearhead the development, maintenance and full utilization of learning site for research and production of rootcrop and related activities
  - Assist in the extension project of the center.
  - Observation of field worker safety and quality of work.
- 

Result:

- 
- By the end of the second quarter, whole experimental area was fully utilized by the project.
  - Maintained orderly and cleanliness of the whole experimental area
  - Maintained the Philrootcrops learning site and plan its full potential
  - Implemented task assigned by the extension program leader
  - Catered the needs and concerns of walk-in clients regarding planting materials not only the research community but also other agencies and farmers from other regions.
- 

Date: July 2021

Target Date: December 2021

Next Step:

- 
- Continue in maintaining the experimental area by implementing regular monitoring and cleanliness
  - Implement some tangible projects in the learning site
  - Continue establishing some activities related to the production and extension project of the center
- 

Outcome:

- 
- Served the research community of VSU and other SUC's, LGUs, government
-

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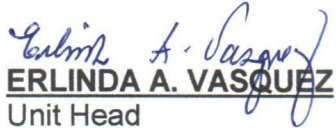
agencies, NGOs, individual farmers and farmers' association in promoting rootcrop and help the industries as a whole

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Final Step/Recommendation:

To maintain the whole experimental area, learning site and continue serving stakeholders in-order to promote rootcrops.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Unit Head