

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Estoy, Lucenita S.**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.83	70%	3.38
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.80

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, **LUCENITA S. ESTOY**, 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 1, 2018 to June 30, 2018.

LUCENITA S. ESTOY
Ratee

Approved:

LADIE ANNE P. CONDE
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			
					Q ¹	Q ²	Q ³	Q ⁴
Research Services	• Number of root crop-based food products produced	<ul style="list-style-type: none"> • Production of root crop-based food products for commercialization - cassava cookies - cassava espasol - pitsi-pitsi - tarroz wine - macaroons 	23,000 pcs 30 rolls 500 pcs 50 bottles 250 pcs	23,508 40 535 50 250	5	5	5	5
	• Number of samples analyzed	• Analyze food samples	20	20				
	• Number of equipment maintained	• Maintain equipment	1	1	5	5	5	5
	• Number of hours devoted to cleaning the laboratory, materials and utensils used	• Cleaning the laboratory, materials and utensils used.	150 hours	155				
Extension Services	Number of rootcrop-based processing trainings conducted and other extension activities.	<ul style="list-style-type: none"> • Resource person • Assist in the extension activities sponsored by the center 	6 1	7 1	5	5	5	5
Production Services	Amount of income generated from the processed root crop-	Generate income	PhP30,000	PhP49,411 - total Sales	5	4	4	4.33

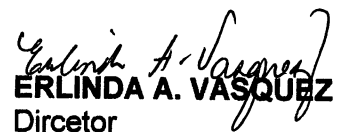
(Resource Generation)	based food products			19,300 – Stf deposit 15,953 –collectibles 14,158 - revolving funds				
Other duties needed by the center	Number of contact hours devoted for preparing food products to be served to visitors of the center and entertain walk-in clientele Availability of raw materials and ingredients for processing and packaging of food products	Prepare root crop-based food products and entertain walk-in clientele Contact root crop production personnel for the source of different root crops needed for processing Purchase ingredients for food products processing	10 Raw materials and ingredients are available for processing different food products	12 Raw materials and ingredients are always available for processing different food products	5	5	5	5
Total Over-all Rating					5	4	5	4.67
								4.83

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 concentrate on product development
To attend trainings on baking and other food processing to improve his skills.

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff Lucenita S. Estoy 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

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		52/11				
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	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	4.73				

Overall recommendation : _____

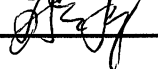
Eduin A. Lopez
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: ERLINDA A. VASQUEZ

Name of Faculty/Staff: LUCENITA S. ESTOY Signature: 

Date: Nov. 29, 2018

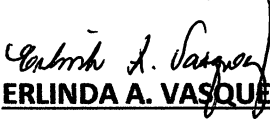
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Monitoring of production, research, extension activities B. Book keeping	One on One discussion with staff about, a.)training schedules b.)availability of products Monthly audit of sales and expenses	c.)important activity of VSU that concerns the lab and its other staff			Collectibles need to billed and payed
Coaching A. Product development and purchases	One on One planning with staff on a.)probable new products b.) identification and purchasing of new production equipment				

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

Prepared/Conducted by:


LADIE ANNE P. CONDE
Immediate Supervisor

Verified by:


ERLINDA A. VASQUEZ
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lucenita S. Estoy
Performance Rating: Outstanding

Aim: To develop and produce food products from rootcrops, and train potential technology adopters

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step:

- Production of root crop-based food products for commercialization
- Analyze food samples
- Maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center

Result:

- Produced cassava cookies, cassava espasol, pitsi-pitsi, tarroz wine, and macaroons
- Generated a total of Php 49,411.00 in sales
- A resource person to 7 food processing trainings within and outside the center

Date: July 2018 Target Date: December 2018

Next Step:

- Continue production of root crop-based food products
- Continue to maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center

Outcome:

- Produced rootcrop products throughout the year and generated income to purchase new equipment
- Served as resource person to different trainings within and outside the center


Final Step/Recommendation:

- Develop new products
- Utilize income generated to purchase more equipment to aid in faster production

Prepared by:


ERLINDA A. VASQUEZ
Unit Head

Conforme:


LUCENITA S. ESTOY
Name of Ratee Faculty/Staff