

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : JUANITO F. POLIQUIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.360	70%	3.052
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.830	30%	1.449
			4.501

TOTAL NUMERICAL RATING :

4.501

Add: Additional Approved Points, if any :


TOTAL NUMERICAL RATING :

4.501

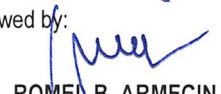
ADJECTIVAL RATING :

Very Satisfactory


Prepared by:


JUANITO F. POLIQUIT
 Name of Staff

Reviewed by:


ROMEL B. ARMECIN
 Office Head

Recommending Approval:


EFREN B. SAZ
 Director for Extension

Approved:



OTHELLO B. CAPUNO
 VP for Research & Extension


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUANITO F. POLIQUIT**, Agricultural Technician of the **Ecological Farm and Resource Management Institute (Eco-FARMI)**, Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2018** to **December 2018**.


JUANITO F. POLIQUIT
 Ratee


ROMEL B. ARMECIN
 Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 4	Extension Services	PI 1. No. of persons-days trained weighted by length of training	Acts as resource person of trainings requested by clients	2	3		✓	✓	✓	✓	
			Assigns and supervises activities of students under immersion program	2	3		✓	✓	✓	✓	
			Conducts technology briefing at eco-farm to requesting clients	4 briefings	6		✓	✓	✓	✓	
			Prepares/updates power point presentation for technology trainings/briefings	1	1		4	4	4	4	
		PI 2: No. of IEC materials/ technoguides developed/ used	Translates existing IEC materials to local dialect	2 IEC materials	2		4	4	4	4	
			Distributes IEC materials to trainees, clients, etc.	200	220		4	4	4	4	
		PI 3: No. of beneficiaries served	Provides technical assistance to extension communities	2 communities/ 40 members	2 communities/ 40 members		4	4	4	4	

		PI 4: No. of Extension projects conducted and/or completed on schedule								
		PI 5: No. of extension proposal submitted								
		PI 6: Percent of extension proposals approved								
		PI 7: Amount of extension money generated from institutional funding								
		PI 8: Additional outputs * Number of extension-related awards								
		* New linkage established								
MFO 5	Support to operations	PI 1: No. of university seminars/ trainings/ conventions coordinated								
		PI 2: No. of in-house seminars/ trainings coordinated								
		PI 3: Amount of income generated from activity	Monitors sales of farm products	P60,000.00 per annum	P104,898.00/ semi-annual		5	5	5	5
		PI 4: Additional outputs * Number of literatures contributed to Ecological Farming System (EFS) Database								
MFO 6	General Admin. & Support	PI 1: No. of staff supervised and monitored	Supervises eco-farm workers daily	7 J.O. workers	7 J.O. workers		4	4	4	4
		PI 2: No. of mgt meetings conducted	Meets with farm laborer for work assignments	2 meetings/ mo.	2 meetings/ mo.		4	4	4	4
		PI 3: No. of letters/ memos issued								
		PI 4: No. of reports/ documents submitted	Prepares sales and inventory reports	12	12		4	4	4	4
		PI 5: No. of documents reviewed/ signed								


		PI 6: Amount of Funds generated outside VSU											
		PI 7: No.of IGP/STF's supervised											
		PI 8: No. of reports/ docs reviewed											
		PI 9: Additional outputs											

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by 11)	48/11	4.36
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING		VS

Comments and Recommendations for Development Purposes:

Defining of expertise related to IEC material making

Evaluated and rated by:



ROMEL B. ARMECHIN
Unit Head


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

Recommending Approval:



EFREN B. SAZ
Director for Extension

Approved by:



OTHELLO B. CAPUNO
VP for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : January - June 2018

Name of Staff : JUANITO F. POLIQUIT

Position : Ag. Technician II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score					

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score	58				
	Average Score	4.83				

Overall recommendation :

ROMEL B. ARMECIN
Director, Eco-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2018

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

Name of Employee: JUANITO F. POLIQUIT

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring						
Preparation & submission of extension reports		Aug. 2018				
Coaching						
Discussion on proper dissemination of research results		Nov. 2018				

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

Conducted by:

Noted by:


ROMEL B. ARMECIN
 Immediate Supervisor


OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2018

Name of Employee : JUANITO F. POLIQUIT
Performance Rating : _____

Aim: To enhance the knowledge and skills needed to perform as Agricultural Technician II.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2018 **Target Date:** within 3rd Quarter

First Step:
Seek and attend trainings on organic farming technologies.

Result:
Attended some trainings and impart knowledge gained by serving as demonstrator.
or resource person on organic farming training in Region 8

Date: October 108 **Target Date:** within 4th Quarter

Next Step:
Practice knowledge gained at demo farm and through extension service.

Outcome:
Improved quality of service to clients.

Final Step/Recommendation:
Keep updated on farming developments by attending more trainings.

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor