

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **Belmonte, Demetrio B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.81	70%	3.37
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: **Outstanding**

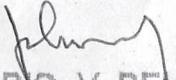
Prepared by:  
  
**MARIA ELSA M. UMPAD**  
Administrative Officer

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

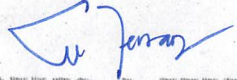
Approved:  
  
**OTHELLO B. CAPUNO**  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEMETRIO V. BELMONTE JR., 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 2018 to June 2018

  
**DEMETRIO V. BELMONTE JR.**  
 Ratee

Approved:

  
**DILBERTO O. FERRAREN**  
 Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of taro genotypes evaluated under different stages of trials	Supervise in the set-up and evaluation of trials							
		• Single plant	400	410	5	5	5	5	
		• replicated trial	7	7					
		• NCT taro regional trial							
		-Upland	7	8					
		-Lowland	7	8					
	Number of elite genotype planted for breeding purposes	• Set-up taro breeding nursery	14	14	5	5	5	5	
	Number of varieties/promising genotypes propagated	• Supervise planting of taro varieties and promising genotypes for mass propagation	9	10					
	Number of planting materials distributed	• Preparation and distribution of taro planting materials to interested clients	300	1000					

	Number of data set gathered	<ul style="list-style-type: none"> <li>Gathering of data on agronomic parameters (growth parameters, pests and disease incidence, yield, dry matter content, etc.) of taro in the different trials</li> </ul>	30	45	5	4	5	467	
	Number of samples prepared for dry matter determination	<ul style="list-style-type: none"> <li>Preparation of taro corm samples and determination of dry matter content</li> </ul>	50	64	}				
	Number of data set encoded and performed partial statistical analysis	<ul style="list-style-type: none"> <li>Encoding of data in the computer and perform partial statistical analysis</li> </ul>	20	21	}				
	Volume of NSICG-9 corms produced and delivered for wine experiment	<ul style="list-style-type: none"> <li>Supervise in corn production of NSICG-9 for wine research</li> </ul>	10 kgs.	26 kgs	5	5	4	4.57	
	Number of rice genotypes multiplied and maintained	<ul style="list-style-type: none"> <li>Supervise planting of upland and lowland rice cultivars for seed conservation</li> </ul>	4	4	}				
	Number of reports made	Assists in the preparation of reports <ul style="list-style-type: none"> <li>Quarterly</li> <li>Mid year</li> </ul>	4 2	4 2	5	4	4	433	
	Number of laborers supervised	Supervise laborers in the establishment and maintenance activities of experiments/trials	4	5					

Extension Services	Number of contact hours devoted to other duties assigned by the project leader	Assisted in putting up of exhibits during anniversaries and other activities of the center	10	16	5	5	5	5	
Other Services	Number of hours devoted to cleaning of laboratory and office room	Cleaning of office and laboratory room including apparatus and equipments	20	36	5	5	5	5	
Total Over-all Rating									4.81

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

To attend capability build-up trainings like project proposal development, statistical analysis, etc.

Evaluated and Rated by:

*Erinda 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: Jan 1 – June 30, 2018

Name of Staff: Demetrio V. Belmonte

Position: Science Aide

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		51				
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	5	4	3	2	1



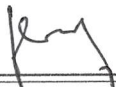
PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office : **PHILROOTCROPS**

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


Name of Faculty/Staff: **DemetrioV. Belmonte Jr.**

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

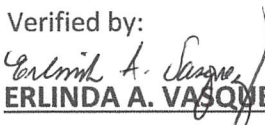
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-one	Group			
Monitoring					
A. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were addressed
B. Report writing	One on one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual inhouse reports
Coaching					
A. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
B. Proposal writing	One on one sharing of ideas for future proposal				Submission of proposals for review and approval

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

Prepared/ Conducted by:

  
**DILBERTO O. FERRAREN**  
 Immediate Supervisor

Verified by:

  
**ERLINDA A. VASQUEZ**  
 Next Higher Supervisor

Cc: OVPI  
 ODAHRD  
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Demetrio V. Belmonte Jr.



Performance Rating: Outstanding

Aim : To assist and help the project leader in the development of new taro varieties

Proposed Interventions to Improve Performance:

Date : January, 2018

Target Date : June, 2018

First Step:

- Coordination with project leader for specific tasks and project activities
- Selection of taro varieties through field evaluation with high yield, high dry matter content, resistant to pests and diseases and good eating quality
- Meeting with field workers regarding propagation of taro planting materials to meet the demands of interested clients especially the farmers.
- Constant supervision on the re-establishment of taro breeding nursery and set-up of taro trials
- Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
- Observation of field workers safety and quality of work

Result :

- By the end of second quarter, the taro breeding nursery was re-established and field evaluation trials of new taro genotypes were set –up
- Propagation of taro varieties and seed setts are ready for distribution to interested clients and farmers
- Catered the needs and concerns of walk-in clients regarding taro planting materials not only the research community but also other agencies and farmers from other regions.

Date July, 2018

Target Date : December, 2018

Next Step :

- Continue in maintaining the taro trials through weeding, fertilizer application, hilling-up and other maintenance activities for optimum growth.
- Continue in maintaining the taro breeding nursery through proper maintenance activities
- Continue planting the new set of selected taro seeds as a result of taro breeding


Outcome:

- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers and farmers association and taro industries for the need of good planting materials.

Final Step/ Recommendation :

To maintain the production of good quality taro planting materials

Prepared by :

  
ERLINDA A. VASQUEZ  
Unit Head