



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Noel B. Pantoja

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: 4.56

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.56

FINAL NUMERICAL RATING 4.56

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

NOEL B. PANTOJA
Name of Staff

Reviewed by:

ALJAY D. VALIDA
Department/Office Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President for Admin. And Finance



[illegible]

Average Rating (Total Overall rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with a copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Great Work !!!

Evaluated and Rated by

ALJAY D. VALIDA
Head, DOH

Date: 7-22-24

Recommending Approval:

SUZETTE B. LINA
Dean, GAFS

Date: 8/8/24

Approved:

ELWIN JAY V. YU
Vice President for Admin and Finance

Date: 8-12-24

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
Coaching					
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

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

Conducted by:

ALJAY D. VALIDA
Immediate Supervisor

Noted by:


SUZETTE B. LINA
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	✓	✓	✓	✓	Ms and Phd Horticultur e Proposal for revised curriculum has been submitted
MFO 2 HIGHER EDUCATION SERVICES								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	✓	✓	✓	✓	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA- Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA- Horticulture	Dept Head. DDrC	Within 6 months of rating period	✓	✓	✓	✓	BSA- Horticultur e program monitored
Produce teaching- learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	Revisions of Instruction al materials necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	✓	✓	✓	✓	More than 50% undergradu

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Departmen t Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	TOS and Syllabus updated in line with ISO Standards
MFO 5 SUPPORT TO OPERATIONS								
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing Phd	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	90% of members of Faculty are Phd Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Departmen t Head DdRC	Within 6 months of rating period	✓	✓	✓	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Departmen t Head	3 years	✓	✓	✓	✓	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA-Horticulture	Departmen t Head	3 years	✓	✓	✓	✓	BSA-Horticultur e is level 4 accredited in AACUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of Enrollment for BSA Horticultur e
Improve teaching performance of faculty members	Monitor teaching performance	Departmen t Head	1 week	✓				100% of the faculty attain very satisfactor y rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Departmen t Head DdRC	2 weeks	✓	✓			95% students enrolled are

Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Department Head DdRC	1 week	✓	✓	✓	✓	validated Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Department Head DdRC	4 weeks	✓	✓	✓	✓	Phil.Sci high school as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
MFO 6 GENERAL ADMINISTRATION AND SERVICES								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Department Head	4 weeks	✓	✓	✓	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment
MFO 3 RESEARCH SERVICES								
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	2 Research proposal Submitted
MF04 EXTENSION SERVICES								
				✓	✓	✓	✓	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	✓	✓	✓	✓	2 publications submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Crafted and MOAs approved in collaboration with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	96% rated very satisfactory for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NOEL B. PANTOJA

Performance Rating: Outstanding

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

To be able to attend short course training, seminar/conferences on ornamental

Landscaping and ornamental plant propagation.

To go on study tour to established Ornamental plant nurseries.

Result:

Attended and visited ornamental nurseries.

Date: July 2024

Target Date: December 2024

Next Step:

To be able to attend short course training, seminar/conferences on ornamental

Landscaping and ornamental plant propagation.

To go on study tour to established Ornamental plant nurseries.

Outcome:

Final Step/Recommendation:

Prepared by:


ALJAY D. VALIDA
Unit Head

Conforme:


NOEL B. PANTOJA

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: Pantoja, Noel Position: Farm Worker II


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		5				
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 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						
Overall recommendation:						


ALJAY D. VALIDA
 Head, Department of Horticulture