



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.88	70%	3.42
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

4.87

ADJECTIVAL RATING:

Outstanding

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:

MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
VP for Res., Ext., & Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LUCENITA S. ESTOY**, **Science Research Assistant** of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period **JULY 1 to DECEMBER 31, 2022**.


LUCENITA S. ESTOY
Ratee

Approved: 
MARLON M. TAMBIS
Asst. Director, Philrootcrops

Approved: 
EDGARDO E. TULIN
Director, Philrootcrops

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	• Number of root crop-based food products produced	• Production of root crop-based food products for commercialization							
		- cassava cookies	5000 pcs	9072 pcs					
		- cassava espasol	10 rolls	10 rolls	5	5	4	4.67	
		- pitsi-pitsi	50 pcs	200 pcs					
	• Develop new root crop-based food product	- Yuca puffs	700 packs	725 packs					
		- Vacuum fried sweetpotato	500 packs	515 packs					
		- Cassava chippy	5 kls	12 kls	5	5	5	5	
		-	1	1	5	5	4	4.67	
	• Process fresh and dried cassava grates for the different cassava products	• Develop new food product	10 kls	14 kls	5	5	5	5	
		• Production of dried cassava grates	10 kls	30 kls	5	5	5	5	
		• Production of frozen fresh cassava grates							
		• Production of frozen sweetpotato strips for vacuum frying	200 kls	300 kls	5	5	5	5	

	<ul style="list-style-type: none"> • Number of samples analyzed • Number of equipment maintained • Number of hours devoted to cleaning the laboratory, materials and utensils used 	<ul style="list-style-type: none"> • Analyze food samples • Maintain equipment • Cleaning the laboratory, materials and utensils used. 	10 1 150 hrs	15 1 150 hrs	5 5 5	5 4 5	5 5 9	5 4.67 4.47	
Extension Services	<ul style="list-style-type: none"> • Number of root crop-based processing trainings conducted and other extension activities. 	<ul style="list-style-type: none"> • Assist in the extension activities 	1	2	5	5	4	4.67	
Product in Services (Resource Generation)	<ul style="list-style-type: none"> • Amount of income generated from the processed root crop-based food products 	<ul style="list-style-type: none"> • Generate Income 	PhP20,000	PhP22,110	5	5	5	5	
Other duties needed by the center	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Prepare root crop-based food products and entertain walk-in clientele • Contact root crop production personnel for the source of different 	10 Raw materials and ingredients	12 Raw materials and ingredients	5 5	5 5	5 5	5 5	

	for processing	root crops needed for processing. Purchase ingredients for food products processing	are available for processing different food products	are available for processing different food products					
	<ul style="list-style-type: none"> Prepare billings for collectible accounts 	<ul style="list-style-type: none"> Billings and vouchers for accounts collectible are prepared and submitted 	Collection of payments for accounts collectible	Collectible accounts were billed and collected	5	5	5	5	
Total Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend capability build-up trainings in relation to the conduct of research.

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

Evaluated and Rated by:

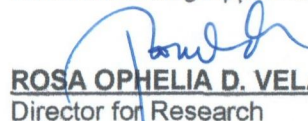

EDGARDO E. TULIN
Director

Date _____


MARLON M. TAMBIS
Asst. Director

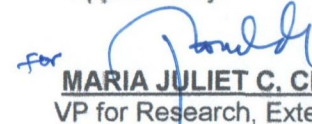
Date _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Date Jan. 24, 2023

Approved by:


for **MARIA JULIET C. CENIZA** ^{sic}
VP for Research, Extension & Innovation _{1/24/23}

Date Jan. 24, 2023



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Lucenita S. Estoy

Position: Science Research Assistant


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				
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	53				
Average Score	4.82				

Overall recommendation : _____


MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: EDGARDO E. TULIN & MARLON M. TAMBIS

Name of Faculty/Staff: LUCENITA S. ESTOY Signature: _____ Date: December 13, 2022

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 be billed and paid
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:

Verified by:


MARLON M. TAMBIS
Immediate Supervisor


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lucenita S. Estoy

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: July, 2022 Target Date: December, 2022

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, yucca puffs, vacuum fried sweetpotato and cassava chippy.
- Develop energy bar from cassava grates
- Generated a total of Php22,110.00 in sales.
- Conducted three root crops food processing trainings sponsored by PhilRootcrops and partner agencies.

Date: January, 2023 Target Date: June, 2023

Next Step:

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

Outcome:

- Produced root crop products throughout the year and generated income
- Developed new root crop-based food products

Final Step/Recommendation:

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

Prepared by:

MARLON M. TAMBIS

Unit Head

Conforme:

LUCENITA S. ESTOY