

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JIMMY O. POGOSA

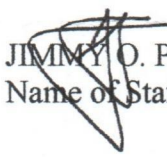
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.6	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.45
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66
Add: Additional Approved Points, if any: 0.02
TOTAL NUMERICAL RATING: 4.68

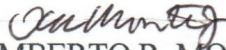
FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


JIMMY O. POGOSA
Name of Staff



Reviewed by:


HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:

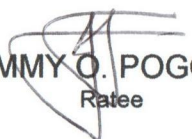

REMBERTO A. PATINDOL
Chairman, PMT

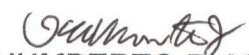
Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JIMMY O. POGOSA, of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT 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 to JUNE, 2016.


JIMMY O. POGOSA
Ratee

Approved: 
HUMBERTO R. MONTES, JR.
Head of Unit

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 3: Research Services									
Performance Indicator 3:	Number of research project and/or completed	Assistant	1	1	4	4	4	4	COCOBOARD
Performance Indicator 9:	Additional outputs ▪ Number of Research Outputs Submitted: Reports (Monthly, Annual)	Assistant	6	6	4	4	4	4	COCOBOARD
MFO 4: Extension Services									
Performance Indicator 1:	Number of persons-day trained weighted by length of training	Resource person	10	30	5	5	5	5	Sustainable Landuse, Rainforestation and Biomonitoring Organisms
Performance Indicator 2:	Number of trainings conducted	Resource Person Facilitator	1	1	4	4	4	4	Sustainable Landuse, Rainforestation

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
									and Biomonitoring Organisms
Performance Indicator 3:	Number of IEC material produced by type:								
	▪ Cocoboard project poster	Author	1	1	4	4	4	4	Cocoboards project
	▪ Dipterocarp Germplasm	Layout artist	1	1	4	4	4	4	NRM project
Performance Indicator 4:	Number of beneficiaries served	Technical person	2	5	5	5	5	5	Rainforestation Trainers and adopters
MFO 6: Administrative Support Services									
Performance Indicator 1:	Number of staff supervised and monitored	Co-component Leader	1	1	4	4	4	4	COCOBOARD
Performance Indicator 2:	Meetings attended:								
	▪ College/Department	Staff	3	6	5	5	5	5	CFES, ITEEM, Project related
	▪ COCOBOARD	Staff	3	6	5	5	5	5	
Performance Indicator 5:	Number of equipment/vehicle maintained	Office equipment in-charge	2	2	4	4	4	4	LCD projector, GPS
Performance Indicator 6:	Area of demonstration and nature park maintained	Assistant supervisor	20 has	20 has	5	5	5	5	Nature Park and Terrestrial Ecosystems Division field laboratory
Performance Indicator 8:	No. of office/training facilities maintained								
	• RDE Office	Assistant supervisor	1	1	4	4	4	4	Terrestrial Ecosystems Division field laboratory
	• Rainforestation Training Center		1	1	4	4	4	4	
	• Screen House		1	1	4	4	4	4	

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	<ul style="list-style-type: none"> Germination Shed House Bagging Shed 		1 1	1 1	4 4	4 4	4 4	4 4	
Performance Indicator 11:	% of apparatus/equipment maintained	MR	100%	100%	5	5	5	5	
Performance Indicator 13:	Zero percent complaint from clients serve	Technical experts	100%	100%	5	5	5	5	
TOTAL OVER-ALL RATING								88	

Average Rating (Total Over-all rating divided by 4)		4.4
Additional Points:		
Punctuality		0.2
Approved Additional points (with copy of approval)		
FINAL RATING		4.6
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by:

[Signature]
FRESA L. GUINAHAN
PRINCE OFFICE

DATE

Calibrated by:

[Signature]
RANSERD A. PATINDOL
PMT

DATE

Recommending Approval:

[Signature]
RANSERD A. PATINDOL
VICE-PRESIDENT

DATE

Approved:

[Signature]
EDGARDO E. TULIN
PRESIDENT

DATE

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2016Name of Staff: JIMMY O. POGOSA Position: AG. TECH. I

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						
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 : _____

HUMBERTO R. MONTES, JR.
Name of Head