COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF:

JOVELYN G. JACOBE

| | Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|----|---|----------------------------|-----------------------------|---|
| 1. | Numerical Rating per IPCR | 4.97 | 70% | 3.479 |
| 2. | Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.500 |
| | | TOTAL N | UMERICAL RATING | 4.979 |

TOTAL NUMERICAL RATING:

4.979

Add: Additional Approved points, if any:

TOTAL NUMERICAL RATING:

4.979

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Recommending Approval:

Approved:

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOVELYN G. JACOBE, Science Research Assistant of the National Abaca Research Center-Visayas State University commits to deliver and agree

| to be rated on the attair | ment of the following accomplishme | ents in accordance with the indicated m | easures for the period Jan | 2019 to June 2019. | R | | | | | |
|--|---|--|-----------------------------------|--|--|---|----------------------|--|--|--|
| | JOVELYN G. JACOBE / | Recommending Approval: | LUZ O MORENO Project/Study Leader | Approved:FELICIANO Head o | | ION | | t | | |
| MFO & Performance Indicators (PI) | Success Indicators | Task Assigned | Target | Actual Accomplishme | nts | Ω1 | | RATIN | G A ⁴ | Remarks |
| MFO1: Research and | | Research: At least 90% of total tasks | | | Colonis provincial deposition and | nonmost | Total Park | - | - | |
| Extension Support | | Control of control of the control of | | | discolninostinitany in | to begin to select the select the select to select the | (Anternormina) | etresente en en en en | - Control Company of the Control of Control | en del de Mille CA e plica monerate d'Amme è l'est supplier. A trap le printe Life dates en les consecues de m I |
| Services | Number of accessions characterized | Characterizes accessions on their fiber physical and | 6 | 10 | Characteristics (a) | J | J | 3 | 5 | A STATE OF THE PARTY OF THE PAR |
| Security of the supplication of the supplicati | for fiber physical and chemical | chemnical | | And the second s | tjeranjakovajamentator os | processor | CONTROL SEA | erichismop Prioressonica | A Constraint application beauty | picy (Demy) Mr. No. and in Change they to proprie the same in company |
| Southern State (1995) Control of the region of the real Control of the second of the region of the r | properties and In vitro conservation | The state of the s | | The second secon | të turpjirë e vujeshjirë e n | Stockwoodere | CONTRACTOR OF THE | refresophuseussis | Marie and American Science Street Str | |
| | Number of fiber samples prepared for | Prepares fiber sample for characterization and analyse | 10 | 15 | COS CONTRACTOR OF STREET | 5 | 5 | 5 | 7 | |
| Section and colored (CLC) (CCC) (CCC | characterization and analysis | And the second s | | Company of the Compan | CONTRACTOR DE | Responsibles | titototi miyeri | - Sprogninger-American | persystemental constraints and | |
| And the season of the State St | Number of hours spent in encoding, | Encodes, consolidates, | 150 | 150 | TERROPORTO MANAGEMENT CO. | 4 | J | 5 | 4.57 | |
| And the second of the second s | analyzing and consolidating data | analyzes data, and select promising | | Commercial and the commercial and co | Spiritings-with-objection and | retrostropie | SCINCHISTS MANAGES | A) SERVICE SER | THE PERSON NAMED IN THE PE | |
| Seither ann and ear All Som (Control Stefensor Control Stemensor Anna en All San All San Anna Anna Anna Anna Anna Anna Anna | er fillet der State der Auff State de Lean en Lean en American de manuelle de Lean de | accessions | | And the second s | STATISTICS OF STREET | polityvigopolity | COLUMN STATE | adproacts provide altere | CORPORATION OF THE PARTY OF THE | |
| Security American Contract of the Security of | Number of reports prepared | Prepares research reports | 1 | 2 · | Tanange en eller en ant | T | J | 3 | and the second of the second of the second | |
| Others | | Others: At least 10% of total tasks | | the same to the same of the sa | SERRITARIONALISA | and a property of the | (Carea processors) | ptperpthenopolis | Committee on the Committee of the Commit | |
| | Number of center-based committee | Perform center committee | 1 | 2 | sictembrone administration | 5 | Tanan parameter | 3 | 2 | |
| to an internal control of the contro | membership assignments | memberahip assignments | | | District pales from the party of the party o | Constitution | 2) нехологиями догом | orthonorm drawn drawn | (NO SECRETARIO SE ANTONY PRINCES | A STATE CONTROL STATE AND ADDRESS AND ADDR |
| | No. of suckers inoculated | | 100 | 200 | Seminiminal mendant | [| 1 | 3 | (| A SABLACTURE SELECTION OF A CONTROL SERVICE AND A SERVICE SERV |
| | No. of cultures transferred and micropagated | | 1000 | 1500 | Targing and decoupling and | 3 | 5 | 5 | 3 | Section of the sectio |
| | No. of culture bottles/medium prepared | 13 has a service of control managed an article and control con | 2000 | 2500 | DESITE SERVICE | 5 | | 3 | J | Marie Company |
| | No. of liters of medium prepared and dispersed | | 500 | 600 | DESCRIPTION OF THE PARTY OF THE | 3 | T | 3 | J | State of the second |
| | No. of accessions inoculated | Control to the contro | 50 | 60 | DUDNINU KAYESIDI BUN | 1 | J | 7 | | ###################################### |
| Total Over-all Rating | (with copy of approval) | Construction and Construction and Construction and Construction and State Construction and | | 550(5000)(0.00) | DOWNSON WOOD SHEET BOOK | Milhopopea | pationingshoom | NO SERVICE STREET | 49.67 | Diff. (Senith printerly and system) and state of the delivery of the state of the s |
| And the control of th | Average Rating (Total Over-all rating devided by 4 | A contract of the contract of | | | Comm | entr | BR | ecom | mendatio | ns for |
| | Additional Points: | The same is a real and a second state of Embourance consistent of the second state of the second defended by the second state of the second state | | | Develo | pm | ent P | urpos | 108: | . o ele and |
| | Approved Additrional points (with copy of approval | The control is control in the contro | | | Dulga | t | orie | ntel, | , very | Teliso llest |
| | FINAL RATING | | | 4.97 | hard | wo | rkin | g- 1 | esp of | the steering |
| | ADJECTIVAL RATING | | OUTCDAMPI | NC | perfe | m | suc | E, K | umm | reliable and the excellent ended for |
| | | The second secon | | | helm | la | / 1 | wi, | hon. | |

Evaluated and Rated by:

PELICIANO G SINON

ate:

Recommending Approval:

FELICIANO G. SINON

Date:

Approved by:

OTHELLO B CAPUNO
Vise-President

Date:

PERFORMANCE MONITORING

Name of Employee: JOVELYN G. JACOBE

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommen- dation |
|-------------|---|--------------------|-------------------|------------------------------|--------------------------|-----------------------|---------------------------------|--|
| MFO | 1: Research and Extension Support Ser | vices (Resea | rch: At least | 90% of total tasks | 3) | | | de la companya de la |
| 1 | No. of accessions characterized for fiber physical and chemical properties and <i>In vitro</i> conservation | 6 | By quarterl | y (as per harvest hedule) | 10 | Very Impressive | 0 | Out-oriented, very reliable and |
| 2 | No. of fiber samples prepared for characterization and analysis | 10 | April 1, 2019 | June 30, 2019 | 15 | Very Impressive | О | hardworking. Keep up the |
| 3 | No. of hours spent in encoding, analyzing and consolidating | 150 | June 1, 2019 | June 30, 2019 | 150 | Very Impressive | О | excellent performance. |
| 4 | No. of reports prepared | 1 | June. 15, 2019 | June 30, 2019 | 2 | Very Impressive | О | Recommend ed for regular |
| Other | s: (at least 10% of total tasks) | | | | | | | position. |
| 5 | No. of center-based committee membership assignments | 1 | As | assigned | 2 | Very Impressive | 0 | |
| 6 | No. of suckers inoculated | 100 | N | lonthly | 200 | Very Impressive | Ō | |
| 7 | No. of cultures transferred and micropropagated | 1000 | N | lonthly | 1500 | Very Impressive | 0 | |
| 8 | No. of culture bottles/medium prepared | 2000 | N | lonthly | 2500 | Very Impressive | 0 | |

| 9 | No. of liters of medium prepared and dispensed | 500 | Monthly | 600 | Very Impressive | 0 | |
|----|--|-----|----------------|-----|--------------------|---|--|
| 10 | No. of accessions inoculated | 50 | As per request | 60 | Very Impressive | 0 | |

* Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Study leader

EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: JOVELYN G. JACOBE Performance Rating: OUTSTANDING Signature: Signature: |
|---|
| Aim: Efficient and effective implementation of research activities. |
| Proposed Interventions to Improve Performance: |
| Date: Jan. 1, 2019 Target Date: June 30, 2019 |
| First Step: |
| Prepare periodic plan of activities and targets on "fiber characterization (e.g. physical, chemical and pulping" Implement plan of activities based on timeline and targets. Regular updates and evaluation of activities |
| Result: |
| 1. Objectives of research attained by target date and expected outputs. |
| Date: July 1, 2019 Target Date: Dec. 31, 2019 |
| Next Step: Prepare required reports and data as requested or requested by higher authorities. Assist in the <i>in vitro</i> multiplication of abaca planting materials. |
| Outcome: |
| Efficient and effective research implementation. Availability of tissue-cultured abaca planting materials. |
| Final Step/Recommendation: |
| Output-oriented, very reliable and hardworking. Keep up the excellent performance For Promotion to regular position. |
| Prepared by: |

Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: JANUARY 1, 2019 to JUNE 30, 2019

Name of Staff: JOVELYN G. JACOBE

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. C | Commitment (both for subordinates and supervisors) | | 4 | Scale | 9 | |
|------|---|-----|----|-------|---|---|
| 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 | 3 | 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 | 3 | 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 (| 1 | 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 | A | | |
| | Total Score | | | | | | | |
| | Average Score | 5. N | | | | | | |

Overall recommendation

LUZ O. MORENO
Project Leader/Study Leader