



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ODELO B. BALDOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.73


FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**VANESSA MAY B. MILAN**  
Name of Staff


Reviewed by:

  
**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

  
**DENNIS P. PEQUE**  
VP for REI

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ODELO B. BALDOS, Agricultural Technician II of the ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY to DECEMBER 2023.

  
ODELO B. BALDOS

Agricultural Technician II

Date: Jan. 5, 2024

Approved:

  
JEROME O. ARRIBADO

Director

Date: Jan. 8, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	100% compliant	5	5	5	5	



		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
		On institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of EcoFARMI	100% compliant	100% compliant	5	5	5	5	1 Natural Organic Concoctions and IMO 6 Production Training-LGU Ormoc; 1 Intro to ECOFarmi for Phil Science HS Cebu and Palo Students; 4 Site Visits (Merida, Leyte - Canaya Farmers Asso, Tubod-Lamanok Farmers Asso, San Jose Farmers Asso; MAALAMAP, Pundok Sa Makugihon, Senior Citizen Asso); 1 Site Visit (Bato, Leyte); 1 Site Visit (LGU Albueria); 1 Lab Subj Assisted (Dr. S. Lina); 6 Provision of Technical Advise

			Provides support services and assistance in the operation of the administrative function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	4	5	4.07	1 Natural Organic Concoctions and IMO 6 Production Training-LGU Ormoc; 1 Intro to ECOFarmi for Phil Science HS Cebu and Palo Students; 4 Site Visits (Merida, Leyte - Canaya Farmers Asso, Tubod-Lamanok Farmers Asso, San Jose Farmers Asso; MAALAMAP, Pundok Sa Makugihon, Senior Citizen Asso); 1 Site Visit (Bato, Leyte); 1 Site Visit (LGU Albura); 1 Lab Subj Assisted (Dr. S. Lina); 6 Provision of Technical Advise
		Number of research and/or extension activities assigned to provide support	Provides support services and assistance in the operation of the research and extension function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	2	3	5	5	4	4.07	Training (LGU, Farmers' Association) - 1, Monitoring (Farmers' Association) - 1, Provide technical assistance (visitors) -1
			Manage the Eco - FARMi Demonstration Farm	1	1	5	4	5	4.07	
	<b>PI 3:</b> Additional Outputs	<b>A 48:</b> Other outputs implementing the new normal								

			Obtaining addtl certification	1	3	5	5	5	5	NC II Holder (National Certification II in Organic Agricultural Production); As Trainer (Training of Trainers on Stepped GAP Anchored Veg Prd) ; Training on Human Res Mgt - Probem Solving and Decision Making
	<b>Total Over-All Rating</b>								39.01	
	<b>Average Rating</b>								4.88	
	<b>Adjectival Rating</b>								0	

  
**JEROME O. ARRIBADO**

Director

Date: Jan. 8, 2024

  
**ROSA OPHELIA D. VELARDE**

Director for Research

Date: Jan. 17, 2024

  
**DENNIS P. PEQUE**

Vice President for REI

Date: Jan. 17, 2024

Comments and Recommendation for development  
purpose:

Attend & participate training related to  
Agroforestry, and administrative and support  
services.





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2023**

Name of Staff: **ODELO B. BALDOS**

Position: **Agricultural Technician 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		53				



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		4.41				

Overall recommendation : continue enhancing the demonstration farm and supporting the faculty and staff of the Institute.



**JEROME O. ARRIBADO**  
Printed Name and Signature  
Head of Office

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2023

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

Name of Employee: **ODELO B. BALDOS**

Head of Office : **JEROME . ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Discussion on farm updates  Conducts meeting and discussion of MOA for the upcoming collaboration  Site visit with the clients in Brgy. Mahayag, Merida and meeting with Ms. Lambert in Ormoc for a possible collaboration		July 4, 23 Aug. 2, 23 Sept.15, 23 Oct. 12, 23 Nov.15, 23 Dec.14, 23  Nov. 28, 23  Nov. 30, 23				
<b>Coaching</b> Conduct meeting with farm and extension staff		once every 6 months				
Conducted consultations	July and November 2023					

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

Conducted by:

**JEROME O. ARRIBADO**

Immediate Supervisor

Noted by:

**DENNIS P. PEQUE**

Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN**  
Rating Period: July to December 2023

Name of Employee : ODELO B. BALDOS  
Performance Rating : \_\_\_\_\_

Aim: To enhance expertise on extension and development related to natural/organic farming system.

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

Date: July 2023 Target Date: within the 3rd Quarter of 2023

**First Step:**

Seek new developments on natural/organic farming practices.

**Result:**

Attendance at training sessions on advances in natural and organic farming practices.

Date: November 2023 Target Date: within 4th Quarter of 2023

**Next Step:**

Apply the knowledge gained from the training at the demo farm.

**Outcome:**

Delivers a series of trainings on natural and organic agricultural practices to clients and functions as a resource person.

**Final Step/Recommendation:**

Prepared by:

  
**JEROME O. ARRIBADO**

Unit Head

Conforme:

  
**ODELO B. BALDOS**

Name of Ratee