



**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	4.33	70%	3.03
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.45</b> ✓

TOTAL NUMERICAL RATING: \_\_\_\_\_

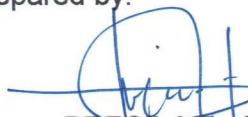
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: ~~4.36~~

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

  
**PRECILA D. CONTERO**  
AO

Reviewed by:

  
**LISA I. ARCE/ 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**, of PhilRootcrops 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 2021.

  
**LUCENITA S. ESTOY**  
Ratee

  
Approved: **JULIE D. TAN**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Research Services</b>	• Number of root crop-based food products produced	• Production of root crop-based food products for commercialization - cassava cookies - cassava espasol - pitsi-pitsi - Tarroz	5000 pcs 10 rolls 50 pcs	11,896 10 400 12 bottles	5	5	5	5	
	• Develop new root crop-based food product	• Develop new food product	1	1	4	4	5	4.33	
	• Process fresh and dried cassava grates for the different cassava products	• Production of dried cassava grates	10 kls	20	4	4	4	4	
		• Production of frozen fresh cassava grates	10 kls	40	5	4	4	4.33	
	• Number of samples	• Analyze food samples	10	15	4	4	5	4.33	

	<ul style="list-style-type: none"> <li>analyzed</li> <li>Number of equipment maintained</li> <li>Number of hours devoted to cleaning the laboratory, materials and utensils used</li> </ul>	<ul style="list-style-type: none"> <li>Maintain equipment</li> <li>Cleaning the laboratory, materials and utensils used.</li> </ul>	1  150 hrs	1  150 hrs.	4  4	4  4	4  4	4  4	
<b>Extension Services</b>	<ul style="list-style-type: none"> <li>Number of root crop-based processing trainings conducted and other extension activities.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the extension activities</li> </ul>	1	1	4	4	4	4	
<b>Product in Services (Resource Generation)</b>	<ul style="list-style-type: none"> <li>Amount of income generated from the processed root crop-based food products</li> </ul>	<ul style="list-style-type: none"> <li>Generate Income</li> </ul>	PhP10,000	PhP30,155	5	5	5	5	
<b>Other duties needed by the center</b>	<ul style="list-style-type: none"> <li>Number of contact hours devoted for preparing food products to be served to visitors of the center and entertain walk-in clientele</li> <li>Availability of</li> </ul>	<ul style="list-style-type: none"> <li>Prepare root crop-based food products and entertain walk-in clientele</li> <li>Contact root crop</li> </ul>	10  Raw materials	12  Raw materials	4  4	5  4	5  5	4.67  4.33	



	raw materials and ingredients for processing	production personnel for the source of different root crops needed for processing. Purchase ingredients for food products processing	and ingredients are available for processing different food products	and ingredients are always available for the processing of different root crop food products					
	• Prepare billings for collectible accounts	• Billings and vouchers for accounts collectible are prepared and submitted	Collection of payments for accounts collectible	Accounts payable are billed and collected.	4	4	4	4	
<b>Total Rating</b>									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
<b>FINAL RATING</b>		4.33
<b>ADJECTIVAL RATING</b>		Very Satisfactory

**Comments & Recommendations for Development Purpose:**  
**To attend capability build-up trainings.**

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

Evaluated and Rated by:

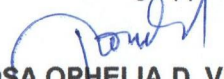
  
**EDGARDO E. TULIN**  
Director

Date \_\_\_\_\_

  
**LISA L. ARCE**  
Asst. Director


Date \_\_\_\_\_

Recommending Approval:

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

Date \_\_\_\_\_

Approved by:

  
**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation

Date \_\_\_\_\_





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.73				

Overall recommendation : Outstanding

  
  
**LISA LARCE/EDGARDO E. TULIN**  
 Assistant Director/Director

# PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **LUCENITA S. ESTOY**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> A. Monitoring of production, research, extension services  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 actiivty of VSU ta=hat concerns the lab and its others staff			Collectibles need to be billed and paid
<b>Coaching</b>	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.

Conducted by:

  
**JULIE D. TAN**  
Immediate Supervisor


  
**LISA I. ARCE / EDGARDO E. TULIN**  
Assistant Director/Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lucenita S. Estoy  
Performance Rating: very Satisfactory

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

Proposed Interventions to Improve Performance:

Date: January, 2021 Target Date: June, 2021

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, and tarroz wine.
- Generated a total of Php 30,155.00 in sales.

Date: July, 2021 Target Date: December, 2021

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:

  
LISA LARCE/EDGARDO E. TULIN  
Asst. Director/Director

Conforme:   
LUCENITA S. ESTOY