



**Annex P**

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

Name of Administrative Staff: **John S. Bahandi**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.75</b>

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

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

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

FINAL NUMERICAL RATING: **4.75**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

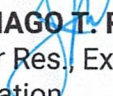
12/21/24

Reviewed by:

  
**MARLON M. TAMBIS** /   
**ALAN B. LORETO**  
Assistant Director/ Director

12/23/24

Approved:

  
**SANTIAGO T. PEÑA JR.**  
VP for Res., Ext., &  
Innovation

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **JOHN BAHANDI**, of the 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 01, 2024 to June 30, 2024.

  
**JOHN S. BAHANDI**  
 Ratee

12/2/24

Approved:

  
**DILBERTO O. FERRAREN**  
 PROJECT LEADER 12/2/24

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>	
Research Services	Number of Sweetpotato accessions characterized	<ul style="list-style-type: none"> <li>Re-characterization of sweetpotato accessions, in addition to the previously recharacterized accessions. Making a total of 250 accessions recharacterized.</li> <li>Supervise the establishment of experimental area.</li> <li>Supervise laborers in the field maintenance of all registered varieties and accessions.</li> <li>Planting, weeding, fertilizer application, and</li> </ul>	50	50	5	5	4	4.67	
	Number of sp recommended varieties propagated								
	Increase land area dedicated for sweetpotato germplasm enhancement		2	2	5	5	4	4.67	
	Varietal improvement of sweetpotato		3	3	5	5	5	5.00	
			37	37	5	5	4	4.67	

[illegible]



Average Rating (Total Over-all rating divided by 4)	4.76	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.76	
ADJECTIVAL RATING	outstanding	

**Comments & Recommendations for Development Purpose:**

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

Evaluated & Rated by:

Approved by:

  
**ALAN B. LORETO**  
 Director, PhilRootcrops

  
**MARLON M. TAMBIS**  
 Assistant Director  
 PhilRootcrops

  
**SANTIAGO T. PEÑA JR.**  
 VP in Research, Extension and Innovation


Date: 12/09/2024

Date: 12/09/2024

Date: 12/09/2024

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


PERFORMANCE MONITORING & COACHING JOURNAL


Name of Office:	PhilRootcrops	
Head of Office:	Alan B. Loreto	Signature: 
Name of Personnel:	John S. Bahandi	Date: July 04, 2024

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>	

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
<b>Monitoring</b> <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  a. Monitoring of the assigned office Activities  b. Report writing	One-on-one discussion with project leader and constant follow-up of activities  One on one discussion to draft progress and annual reports	Special meetings with the project leader, staff and field workers for immediate issues and concerns  Consolidation of data for completion of quarterly and annual reports			Problems and concerns were addressed  Submission of quarterly and semi-annual reports
<b>Coaching</b>  On-going project	One-on-one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities of the project

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

Conducted by:   
**DILBERTO O. FERARREN**  
 Immediate Supervisor

Verified by:   
**ALAN B. LORETO**  
 Director

cc: OVPI

ODAHRD

PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOHN S. BAHANDI**

Performance Rating: \_\_\_\_\_

Aim: To preserve sweetpotato germplasm in the field.

## Proposed Interventions to Improve Performance

Date: January 01, 2024Target Date: June 30, 2024

## First Step:

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- Coordination with project leader for specific tasks and project activities.
  - Selection of sweetpotato varieties/accessions through analyses specifically those with high yield and disease resistance characters.
  - Meeting with field workers regarding propagation of sweetpotato planting materials to meet the demands of stakeholders especially the farmers.
  - Constant supervision on the re-establishment and maintenance of sweetpotato germplasm collection.
  - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
  - Observation of field worker safety and quality of work.

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Result:

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- Land preparation of the areas was already scheduled and has already coordinated with the land preparation incharge for another set up.
  - Participated in the recently conducted NCT training and workshop conducted at the center.
  - Recharacterized 50 sweetpotato accessions using RCBD experimental set-up.
  - Selected 6 sweetpotato genotypes among the 700 sp individuals from the single plant selection. Conducted single row yield trial, and the six (6) genotypes are currently under propagation for double row yield trial. Land preparation for the double trial is currently on its second plowing, and is expected to be finished by July.
  - Facilitated summer practicum/field immersion of agriculture students with regards to germplasm management.
  - Catered the needs and concerns of walk-in clients regarding sweetpotato planting materials not only to the research community but also other agencies and farmers from other regions.
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Date: July 01, 2024

Target Date: December 31, 2024

Next Step:

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- Set-up double row yield trial of the six (6) selected sp genotypes for further evaluation of their individual performance. This set-up is expected to be done within the month of July, as we are only waiting for the land preparation to be done.
- Conduct a general observation trial (RCBD) of another batch of 50 sweetpotato accessions. Data gathered will be used for the efficient selection of breeding stocks in the future breeding program.
- Continue in maintaining the sweetpotato germplasm collection and sweetpotato breeding blocks through weeding, fertilization application, and hilling up.
- Evaluate a new batch of collected sweetpotato hybrid seeds collected from sweetpotato polycross breeding.
- Continue sharing the importance of germplasm diversity and management to aspiring agriculture students here at the university.
- Provide photo-documentation of sweetpotato accessions to the sweetpotato database.

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#### Outcome


- Serve the research community of VSU and other SUC's, LGUs, and small farmers in need for sweetpotato planting materials.
- Mass recharacterization of sweetpotato accessions will facilitate for the efficient parental selection in the sweetpotato varietal improvement program.

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#### Final step/ Recommendation


- Intimate knowledge of sweetpotato accessions which will be used as fundamental guidelines in the establishment of sweetpotato breeding program.
  - In vitro maintenance of sweetpotato, as an initial step for the in vitro maintenance, NSIC recommended varieties should be prioritized, and consequently, the sp accessions within the germplasm.
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Prepared by:

  
**ALAN B. LORETO**  
Director, PhilRootcrops

  
**MARLON M. TAMBIS**  
Assistant Director  
PhilRootcrops

Conforme:

  
**JOHN S. BAHANDI**  
Name of Ratee/Faculty/Staff





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: John S. Bahandi

Position: Science Research Asst.

**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>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		52				
Average Score		8.73				
Overall recommendation:						

  
**ALAN B. LORETO**  
 Director