



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

**Annex P**

NAME OF ADMINISTRATIVE STAFF: **JOVELYN G. JACOBE**

<b>Particulars (1)</b>	<b>Numerical Rating (2)</b>	<b>Percentage Weight (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>


TOTAL NUMERICAL RATING: **4.91**

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

TOTAL NUMERICAL RATING: **4.91**

ADJECTIVAL RATING: **OUTSTANDING**

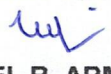
Prepared by:

  
**JOVELYN G. JACOBE**  
Name of Staff

Reviewed by:

  
**LUZ O. MORENO**  
Project Leader

Recommending Approval:

  
**ROMEL B. ARMECIN**  
NARC, Director

Approved:

  
**SANTIAGO T. PEÑA JR.**  
Vice- President for RE&I



# **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

## **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JOVELYN G. JACOB**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following <sup>accomplishments</sup> in accordance with the indicated measures for the period January 2024 to June 2024

**JOVELYN G. JACOB**

Ratee

Date: 7/12/24

Recommending Approval: **LUZ O. MORENO**

Project/Study Leader

Date: 7/12/24

Approved: **ROMEL B. ARMECIN**

Head of Unit

Date: 7/15/24

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1: Research and Extension Support Services</b>		<b>Research: At least 90% of total tasks</b>							
	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation	Characterizes accessions on their fiber physical and chemical	4	30	5	5	5	5	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analyse	6	30	5	5	5	5	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	100	120	5	5	5	5	
	Number of reports prepared	Prepares research reports	1	1	3	5	5	4.33	
<b>Others</b>		<b>Others: At least 10% of total tasks</b>							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	1	3	5	5	4.33	
	No. of suckers inoculated		75	100	5	5	5	5	
	No. of cultures transferred and micropagated		400	600	5	5	5	5	
	No. of culture bottles/medium prepared		750	1000	5	5	5	5	



	No. of liters of medium prepared and dispersed	150	170		5	5	5	5	
	No. of accessions inoculated	50	60		5	5	5	5	
<b>Total Over-all Rating</b>	(with copy of approval)								
	<b>Ave. Rating</b> (Total Over-all rating)				<b>Comments &amp; Recommendations for Development Purposes:</b> Outputs delivered exceeded the targets. Excellent job performance. Recommended to attend trainings/seminars related to her job.				
	<b>Additional Points:</b>								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	<b>FINAL RATING</b>		4.87						
	<b>ADJECTIVAL RATING</b>		0.03702116						

Evaluated and Rated by:

ROMEL B. ARMECIN  
Director  
Date: 7/15/24

Recommending Approval: Approved by:

IVY C. EMNACE  
Director for Research  
Date: 7/16/24

SANTIAGO T. PEÑA JR.  
Vice President for RE & I  
Date: 7/18/24

## Exhibit I

## PERFORMANCE MONITORING

Name of Employee: **JOVELYN G. JACOB**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of accessions characterized for fiber physical and chemical properties and <i>In vitro</i> conservation	4	By quarterly (as per harvest schedule)		30	Very Impressive	O	Outputs delivered exceeded the targets. Excellent job performance. Recommended to attend trainings/seminars related to her job.
2	No. of fiber samples prepared for characterization and analysis	6	Mar., 2024	June 30, 2024	30	Very Impressive	O	
3	No. of hours spent in encoding, analyzing and consolidating	100	Mar., 2024	June 30, 2024	120	Very Impressive	O	
4	No. of reports prepared	1	June 1, 2024	June 15, 2024	1	Impressive	VS	
Others: (at least 10% of total tasks)								
5	No. of center-based committee membership assignments	1	As assigned		1	Impressive	VS	
6	No. of suckers inoculated	75	Monthly		100	Very Impressive	O	
7	No. of cultures transferred and micropropagated	400	Monthly		600	Very Impressive	O	
8	No. of culture bottles/medium prepared	750	Monthly		1000	Very Impressive	O	




9	No. of powerpoint presentation prepared	1	As scheduled		2	Very Impressive	O
10	No. of reports prepared	1	May 15, 2024	June 15, 2024	7	Very Impressive	O
11	No. of posters prepared	1	As scheduled		2	Very Impressive	O
Others: (at least 10% of total tasks)							
12	Performed interior decoration for the center	100%	As assigned		135%	Very Impressive	O
13	No. of center committee membership assignment		As assigned		5	Very Impressive	O
14	No. of center-based reports, powerpoint presentation and other documents prepared and submitted		As scheduled (VSU Annual Report, Semi-Annual Report, IPCRs and OPCR's)		4	Very Impressive	O

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**LUZ O. MORENO**  
 Study leader

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOVELYN G. JACOBE

Performance Rating: OUTSTANDING

Aim: Efficient and effective implementation of research activities.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

### 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:

- Objectives of research attained by target date and expected outputs.

Date: July 1, 2024

Target Date: December 31, 2024

### Next Step:

- Prepare required reports and data as requested or requested by higher authorities.
- Assist in the *in vitro* multiplication of abaca planting materials.

### Outcome:

- Efficient and effective research implementation.
- Availability of tissue-cultured abaca planting materials.

### Final Step/Recommendation:

- Outputs delivered exceeded the targets. Excellent job performance.
- Recommended to attend trainings/seminars related to her job.

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head

Conforme:

  
**JOVELYN G. JACOBE**  
Name of Ratee Faculty/Staff





Exhibit O"

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2024

Name of Staff: JOVELYN G. JACOB

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		60				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

supervisor)					
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 : Outstanding/ for promotion.

  
**LUZ O. MORENO**  
 Project./Study Leader