



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING: 4.59


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.59


FINAL NUMERICAL RATING 4.59

ADJECTIVAL RATING: Outstanding

Prepared by:


RICLYN M. ARGALLON
Admin. Aide

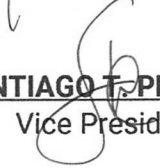
Reviewed by:


JEROME O. ARRIBADO
Head, Eco-FARMI

Recommending Approval:


IVY C. EMNACE
Director for Research

Approved:



SANTIAGO T. PEÑA, JR.
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, ODELO B. BALDOS, Agricultural Technician II of the Eco-Farm and Resource Management Institute (Eco-FARMI) commit to the 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 2024.


ODELO B. BALDOS

Ratee

Date: 1/21/25

Approved:


JEROME O. ARRIBADO

Director

Date: 1/21/25

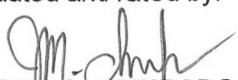
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1						Already accomplished in Jan-Jun 2024
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15						Already accomplished in Jan-Jun 2024
p			Facilitates training/lecture; hands-on	10	153	5	5	4.5	4.83	Support to course reqts of senior highschool and college students; farmers
	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project	Conducts trainings under the extension program	2						Already accomplished in Jan-Jun 2024

	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training	Conducts trainings under the extension program	25						Already accomplished in Jan-Jun 2024
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	40	153	5	4.5	4.5	4.67	Support to course reqts of senior highschool and college students; farmers
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	85%	100%	5	5	5	5	Support to course reqts of senior highschool and college students; farmers
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	5	5	4.5	4.5	4.67	Support to course reqts of senior highschool and college students; farmers
		Number of leaflets distributed to the farmers and interested individuals within the year	Design, print, and distribute leaflets to the farmers and interested individuals within the year	50	100	5	4.5	4.5	4.67	
		Production of IMO 2	Produces IMO2 and other concoctions (in liter) for rapid decomposition of substrates, farm use, and selling	10	22	5	4.5	4	4.5	
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	zero% non-conformity	5	5	4.5	4.83	

	PI 11. Additional outputs *		Attendance to relevant trainings		1	5	4.5	5	4.83	2024 Natl Phil Good Agricultural Practice (PhilGAP Summit), Oct. 8-11, 2024, Baybay City, Leyte
			Attendance to relevant trainings		1	4.5	4.5	4.5	4.5	2024 Society of Filipino Foresters Natl Convention (virtual)
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100% compliant	100% compliant	5	4.5	4	4.5	
			Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	4.5	4	4.5	
			Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project	1						Already accomplished in Jan-Jun 2024
	PI 11. Additional Outputs									
			Installed farm streetlights		6	4.5	4.5	4.5	4.5	
			Installed urinals for CR for clients and staff		1	4	4	4	4	

			Number of disposed unserviceable vehicles of Eco- FARMI		2	4	4	4	4	
	Total Over-all Rating								64	
	Average Rating								4.57	
	Adjectival Rating								Outstanding	


Evaluated and rated by:


JEROME O. ARRIBADO

Director

Date: 1/21/25

Received by:


IVY C. EMNACE

Director for Research

Date: 1/22/25

Approved by:


SANTIAGO T. PEÑA JR.

VP for REI

Date: 1/23/25

Comments and Recommendations
for Development Purposes:

Attend training related to smart-
farming and support services.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2024

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

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

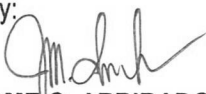
Head of Office : **JEROME . ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Discussion on farm updates		July 3, 2024, August 5, 2024, September 6, 2024, october 15, 2024, November 11, 2024, December 6, 2024				
Institute's Research and Extension Proposal Writeshop		July 18, 2024 & July 25, 2024				
Coaching Conduct meeting with farm and extension staff		once every 3rd and 4th quarter				
Conducted consultations	July and October					

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

Conducted by:


JEROME O. ARRIBADO
Immediate Supervisor

Noted by:


SANTIAGO T. PEÑA, JR.
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2024

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 Target Date: within the 3rd Quarter of 2024

First Step:

Enhancement of Awareness of Regulations: Ensure technicians are knowledgeable about organic certification standards and environmental policies. Enhancement of behavioral and soft skills, specifically communications skills with focus on effective communication with farmers, suppliers and stakeholders to advocate for organic practices.

Result:

Participation in trainings to enhance this skills

Date: November Target Date: within 4th Quarter of 2024

Next Step:

Practice the skill an information acquired in the management of the demonstration farm and in the conduct of extension activities.

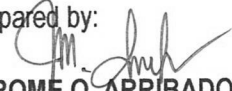
Outcome:

Development of new extension materials.

Final Step/Recommendation:

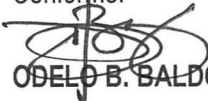
Serve as Resource person for extension activities of the unit.

Prepared by:


JEROME O. ARRIBADO

Unit Head

Conforme:


ODELO B. BALDOS
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2024**

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

Position: **AG.TECH II**

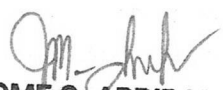
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		50				
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		46.7				
Average Score						
Overall recommendation:						
Continue to enhance your skills and abilities, and your commitment to support the Institute.						


JEROME O. ARRIBADO
 Immediate Supervisor