

**Annex P**

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

Name of Administrative Staff: **Resa M. Dacera**

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	4.64	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.58</b>

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

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

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

FINAL NUMERICAL RATING: **4.58**

ADJECTIVAL RATING: **Outstanding**

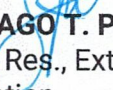
Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer  
12/2/24

Reviewed by:


  
**MARLON M. TAMBIS/ ALAN B. LORETO**  
Assistant Director/ Director  
12/3/24

Approved:

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

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

I, RESA M. DACERA, Science Aide of PHILROOTCROPS accomplished the following targets in accordance with the indicated measures for the period January 2024 to June 2024

  
**RESA M. DACERA**  
 Ratee 12/2/24

  
 Approved: **DILBERTO O. FERRAREN**  
 Project Leader 12/2/24

MFO& PAPS		Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
Success Indicators					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of maintained taro genotypes in the germplasm	To assist in the maintenance of the taro genotypes/ varieties in the germplasm collection and other minor rootcrops.	360	360	5	5	5	5	
			120	120					
		<ul style="list-style-type: none"><li>Monitor and evaluate the growth performance of the standing crop of the germplasm collection and other minor rootcrops</li></ul>			5	5	5		
		<ul style="list-style-type: none"><li>Supervised laborer activities (planting, weeding, replanting of low germinating genotypes, application of organic and inorganic fertilizers and pesticides)in maintaining the germplasm</li></ul>	100	100					
		<ul style="list-style-type: none"><li>Reconstruct the plant box of the taro germplasm area</li></ul>	50	30					
		<ul style="list-style-type: none"><li>Supervise planting and rehabilitate the soil media with rice hull charcoal for taro varieties and promising genotypes for mass propagation</li></ul>	100	50	3	3	3		
		<ul style="list-style-type: none"><li>Preparation and distribution of quality clean planting materials to interested clients</li></ul>	30	20	4	5	4		
		<ul style="list-style-type: none"><li>Supervise planting of newly collected taro and elephant foot yam (pungapong) for second generation</li></ul>	30	15	4	4	5		



	Number of data set gathered	<ul style="list-style-type: none"><li>Gathering data on agronomic parameters (growth parameters, incidence of pests and diseases) of taro and other minor rootcrops</li></ul>	30	10		5	4	4	7.33	
	Number of data set encoded and performed partial statistical analysis	<ul style="list-style-type: none"><li>To encode data in the computer and perform statistical analysis</li></ul>		20						
	Number of laborers supervised	<ul style="list-style-type: none"><li>Supervised laborers in the establishment and maintenance activities of experiments/trials</li></ul>	2 laborers	2		5	5	4	4.67	
Extension Services	Number of walk-in clients served	<ul style="list-style-type: none"><li>Entertained and provided information to various clients with regards to taro production technology</li></ul>	10 walk-in clients(Farmer,student,LGU'and NGO's,VSU)	10		5	5	5	5	
	Number of contact hours devoted to other duties assigned by the Project Leader	Assisted in the putting up of exhibits to various clients during anniversaries and other activities in the Center	48 hours	48		5	4	5	4.67	
Other Services	Number of hours devoted to cleaning of laboratory and office room	<ul style="list-style-type: none"><li>Cleaning of office and laboratory room including apparatus and equipment</li></ul>	24 hours	24		5	5	5	5	
Total Over-all Rating										45.67

Average Rating (Total Over-all Rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
NUMERICAL RATING		4.57
ADJECTIVAL RATING		Very Satisfactory

Comments and Recommendations for Development Purposes:
None!

Evaluated and Rated by:

  
ALAN B. LORETO

Director

Extension

Date: 12/3/24

  
MARLON M. TAMBIS

Asst. Director

Date: 12/3/24

Recommending Approval:

  
IVY C. EMNACE

Director for Research

Date: 12/9/24

Approved by:

  
SANTIAGO T. PEÑA, JR.

VP for Research and

Date: \_\_\_\_\_

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


# 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: ALAN B. LORETO & MARLON M. TAMBIS

Name of Faculty/Staff: RESA M. DACERA

Signature: 

Date: JUNE 28, 2024

Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
E. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Immediate issues and concerns were discussed and solved
F. Report writing	One on one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual In-House reports
<b>Coaching</b>					
G. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
H. Proposal writing	One on one sharing of ideas for future proposal				Assist in making of proposal and submission for review and approval

Prepared/Conducted by:



**DILBERTO O. FERRAREN**  
Immediate Supervisor

Noted by:



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

cc: OVPI  
ODAHR  
PRPEO



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: Resa M. Dacera

Signature: \_\_\_\_\_

**Performance Rating:**

Aim: To assist and help the project leader on the development of new taro varieties.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

**First Step:**

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- Coordination with project leader for specific tasks and project activities.
  - Selection of taro varieties through evaluation specifically those with high dry matter content resistant to pest and diseases, good sensory quality and high yield potentials
  - Meeting with field workers regarding maintenance and propagation of taro planting materials to meet the demand of farmers and clients.
  - Constant supervision on the re-establishment and maintenance of taro nursery and evaluation trials.
  - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
  - Supervision of field workers in the establishment and maintenance activities of experiments/trials as well as their safety and quality of work.
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**Result:**

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- By the end of the second quarter, breeding nursery, evaluation trials and propagation plots of taro varieties and promising genotypes were established.
  - Catered the needs and concerns of walk-in clients regarding taro planting materials to farmers and other agencies, including the research community in the regions.
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Date: July 2024

Target Date: December 2024

**Next Step:**

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- Continue in the evaluation of taro genotypes and maintenance of taro breeding nursery through weeding, fertilizer application, irrigating and other maintenance activities
  - Continue planting the new set of selected taro genotypes as a result of breeding.
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**Outcome:**

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- Served SUC's, LGUs, government agencies, NGOs, students, individual farmers and farmer's association including research community of VSU for the need of good quality corm and planting materials.
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**Final Step/Recommendation:**

To maintain the production of good quality planting materials of recommended taro varieties.

Prepared by:


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

Conforme:

  
RESA M. DACERA

Name of Ratee/Faculty/Staff





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Resa M. Dacera

Position: Science Aide

**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		51				
Average Score		8.5				
Overall recommendation:						

  
**ALAN B. LORETO**  
 Director