



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **REYNANTE G. MACAPANAS**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.64 | 70% | 3.25 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.67 | 30% | 1.40 |
| TOTAL NUMERICAL RATING | | | 4.65 |

TOTAL NUMERICAL RATING: 4.65


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING 4.65

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, REYNANTE G. MACAPANAS, an administrative staff of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2024.

REYNANTE G. MACAPANAS

Ratee

Date: 1/21/25

Approved:

JEROME O. ARRIBADO

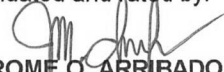
Unit Head

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 | Timelines | Average | |
| MFO 3. Research Services | | | | | | | | | | |
| | PI 3. Number of research outputs completed within the year* | A 28. Number of research proposal created and submitted within the year | Create and submit research proposal | 1 | | | | | | |
| MFO 4 Extension/Production Services | | | | | | | | | | |
| | Extension Activities | | | | | | | | | |
| | 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 | 1 | 4.5 | 4.5 | 4 | 4.33 | |
| | 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 | 9 | 5 | 4.5 | 4 | 4.50 | |
| | | | Facilitates training/lecture; hands- | 10 | 15 | 5 | 4.5 | 5 | 4.83 | |
| | PI 2. Number of training conducted under extension | A 38. Number of training conducted under extension project | Conducts trainings under the extension program | 1 | 1 | 5 | 4.5 | 5 | 4.83 | |
| | PI 2. Number of trainees participated the training | A 38. Number of trainees participated the training | Conducts trainings under the extension program | 25 | 9 | 5 | 4.5 | 5 | 4.83 | |

| | | | | | | | | | | |
|--------------------------------------|---|---|--|-----|-----|---|-----|---|-------------|---|
| | 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 | 24 | 5 | 4.5 | 5 | 4.83 | |
| | 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% | 90% | 5 | 4.5 | 5 | 4.83 | |
| | 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 | 1 | 5 | 4 | 5 | 4.67 | |
| | | 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 | 30 | 5 | 4.5 | 4 | 4.50 | |
| | | Production of vermicast (no, of bags) | Monitors production and selling of vermicast | 350 | 86 | 4 | 4 | 4 | 4.00 | |
| | | Production of IMO 2 | Produces IMO2 (in liter) for rapid decomposition of substrates, farm use, and selling | 4 | 3 | 5 | 4.5 | 5 | 4.83 | |
| | | Preparation of monthly financial report for IGP | Prepare and submit monthly report | 12 | 12 | 5 | 5 | 4 | 4.67 | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| | | | Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project | 1 | | | | | | This target was already accomplished in the 1st half of 2024. |
| | | No. of IGP/STF projects supervised | Supervises the IGP/STF Project of the Institute | 1 | | | | | | This target was already accomplished in the 1st half of |
| | Total Over-all Rating | | | | | | | | 55.67 | |
| | Average Rating | | | | | | | | 4.64 | |
| | Adjectival Rating | | | | | | | | Outstanding | |

Evaluated and rated by:


JEROME O. ARRIBADO

Unit Head

Date: 1/21/25

Recommending Approval:


IVY C. EMNACE

Director, Research

Date: 1/22/25

Approved by:


SANTIAGO T. PEÑA JR.

Vice President for Research, Extension and Innovation

Date: 1/23/25

Comments and Recommendation for Development purposes:

Attend training related to smart - farming and support services.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2024

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

Name of Employee: **REYNANTE G. MACAPANAS**


Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

| Activity Monitoring | MECHANISM | | | | | Remarks |
|--|--|--|------|-----------------------|--|---------|
| | Meeting | | Memo | Others (Pls. Specify) | | |
| | One-on-One | Group | | | | |
| Monitoring Discussion on farm updates, specifically on the vermicast project: vermicast, vermiworms and crop production. | | July 3, 2024, August 5, 2024, September 6, 2024, October 15, 2024, November 11, 2024, December 6, 2024 | | | | |
| Coaching Conduct meeting with farm and extension staff Conduct consultations | July and October2024 | once every 3rd and 4th quarter | | | | |

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 : REYNANTE G. MACAPANAS
Performance Rating : _____

Aim: To continuously enhance knowledge in crop production and vermicomposting/organic agriculture.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July Target Date: within 3rd Quarter 2024

First Step:
Search for courses or seminars related to crop production.

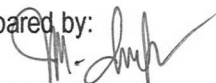
Result:
Participate in trainings on different crop production approach.

Date: October Target Date: within 4th quarter of 2024

Next Step:
Apply ideas and learnings in the different trainings by conducting field trials and actual cultivation of different crops.

Outcome:
Enhance skills and knowledge in crop production and become a capable resource person in vermicomposting and crop production.

Final Step/Recommendation:

Prepared by: 
JEROME O. ARRIBADO
Unit Head

Conforme: 
REYNANTE G. MACAPANAS
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2024**

Name of Staff: **REYNANTE G. MACAPANAS**

Position: **SRA**

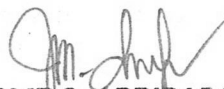
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 4.67 | | | | |
| Average Score | | | | | | |
| Overall recommendation: | | | | | | |
| Continue to enhance your skills and abilities, and your commitment to support the Institute. | | | | | | |


JEROME O. ARRIBADO
 Immediate Supervisor