

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

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.311
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.811</b>

TOTAL NUMERICAL RATING: **4.811**

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

TOTAL NUMERICAL RATING: **4.811**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**JOVELYN G. JACOB**  
Name of Staff

Reviewed by:

  
**FELICIANO G. SINON**  
Department/Office Head

Recommending Approval:

  
**FELICIANO G. SINON**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
Vice- President

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte, Philippines  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JOVELYN G. JACOBE**, 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 targets in accordance with the indicated measures for the period July 2018 to December 2018.

**JOVELYN G. JACOBE**  
Ratee

Recommending Approval:

**LUZ O MORENO**  
Project/Study Leader

Approved: **FELICIANO G. SINON**  
Head of Unit

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</b>		<b>Research: At least 90% of total tasks</b>							
<b>Services</b>	Number of accessions characterized for fiber physical and chemical properties and in vitro conservation	Characterizes accessions on their fiber physical and chemical	6	10	5	5	5	5	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analysis	10	12	3	5	5	4.33	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	150	200	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		180	500	5	5	5	5	
	No. of cultures transferred and micropagated		1000	1500	5	5	5	5	
	No. of culture bottles/medium prepared		2000	3500	5	5	5	5	
	No. of filters of medium prepared and dispersed		500	600	5	5	5	5	
	No. of accessions inoculated		50	60	3	5	5	4.33	
<b>Total Over-all Rating</b>	(with copy of approval)							4.77	
	Average Rating (Total Over-all rating divided by 4)			4.77	<b>Comments &amp; Recommendations for Development Purposes:</b> She should be allowed and encouraged to attend trainings & scientific conferences, seminars				
	Additional Points:								
	Approved Additional points (with copy of approval)								
	<b>FINAL RATING</b>			4.73					
	<b>ADJECTIVAL RATING</b>			OUTSTANDING					

Evaluated and Rated by:

Recommending Approval:

Approved by:

**FELICIANO G. SINON**  
Director

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

**FELICIANO G. SINON**  
Director

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

**OTHELLO B. CAPUNO**  
Vice-President

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

# Instrument for Performance Effectiveness of RDE Support Staff

Rating Period: July 1 to Dec 31, 2018

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 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					
Average Score					5.0

Overall recommendation : OUTSTANDING


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

Exhibit I

PERFORMANCE MONITORING

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

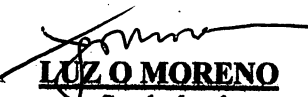
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of accessions characterized for fiber physical and chemical properties and <i>In vitro</i> conservation	6	By quarterly (as per harvest schedule)		10	Very Impressive	O	She should be allowed and encouraged to attend trainings and scientific conferences, seminars
2	No. of fiber samples prepared for characterization and analysis	10	Oct. 1, 2018	Dec. 31, 2018	12	Impressive	VS	
3	No. of hours spent in encoding, analyzing and consolidating	150	Dec 1, 2018	Dec. 31, 2018	200	Very Impressive	O	
4	No. of reports prepared	1	Dec. 15, 2018	Dec. 31, 2018	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	100	Monthly		500	Very Impressive	O	
7	No. of cultures transferred and micropropagated	1000	Monthly		1500	Very Impressive	O	
8	No. of culture bottles/medium prepared	2000	Monthly		3000	Very Impressive	O	

9	No. of liters of medium prepared and dispensed	500	Monthly	600	Very Impressive	O	
10	No. of accessions inoculated	50	As per request	60	Impressive	VS	

\* 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. JACOB**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: Dec. 31, 2018

First Step:

1. Prepare periodic plan of activities and targets on "fiber characterization (e.g. physical, chemical and pulping"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

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

Date: Jan. 1, 2019 Target Date: June 30, 2019

Next Step:

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

Outcome:

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

Final Step/Recommendation:

**For Promotion.**

Prepared by:

  
**LUZ O. MORENO**  
Project Leader