

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Gregorio D. Daga, Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.23	70%	2.96
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.42
Total Numerical Rating			4.38

TOTAL NUMERICAL RATING: 4.38
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING 4.38

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

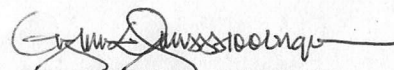
Approved:


OTHELLO B. CAPUNO
VP for R&E


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, GREGORIO D. DAGA JR. of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures
for the period July 1, 2018 to December 31, 2018


GREGORIO D. DAGA JR.
RATEE

APPROVED:


LISA I. ARCE
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
	Number of hybridized genotypes of cassava	1. Monitor the field stand of the cassava genotypes	16	16	3	5	4	4	
		2. Supervise field worker's activities needed prior to the conduct of breeding (weeding and sanitation, fertilizer application)							
		3. Conduct breeding of promising cassava genotypes							
	Number of evaluated progenies of cassava in the NCT trials	1. Assist in the establishment of the experimental area	12	12	3	4	4	37	
		2. Supervise field workers in planting, weeding, fertilizer application and harvesting of propagated varieties							
		2. Perform HCN analysis using Picric method 3. Read and interprets results							
Research service	Number of cassava seeds collected	1. Monitor the field stand of cassava at the 2 breeding block located at Brgy Caventan, Ormoc City and PhilRootcrops experimental area at Brgy. Pangasugan 2. Collect matured seeds of cassava 3. Process the collected seeds of cassava for proper storage 4. Supervise field workers activities prior to the collection of seeds (weeding and sanitation)	900	1055	5	4	4	43	

Analyzed data for NSIC reports	1. Tabulation of Data Gathered	2	2	3	4	5	4
	2. Assist in the analysis of consolidated data						
Land area (Hectare) devoted to propagation of new genotypes and associated cultural management	1. Supervise establishment of the experimental area	2	2.5	4	5	4	4.3
	2. Supervise field workers in planting, weeding, fertilizer application and harvesting of propagated varieties						
	3. Supervise fieldworkers in the field maintenance of all propagated varieties						
Quarterly, semi-annual annual reports and annual reports for in-house-review	1. Make reports on the progress and development of the different experiments conducted	2	2	3	5	5	4.3
Extension Services	1. Entertain walk in clientele asking for planting materials	4,000	4,200	4	4	5	4.3
	2. Supervise distribution of clean planting materials						
	3. Keep intensive record of distributed planting materials and recipients						
Other duties needed by the center	1. Assist in putting up exhibit	50	80	5	4	4	4.3
	2. Entertain walk-in clientele asking for cassava technology						
	3. Assists and serve as resource person in the conduct of trainings facilitated by the center or other attached agencies related to the cultural management of cassava						
Total Rating							

4.23

Average Rating (Total Over-all rating divided by 4)	4.23	
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.23	
ADJECTIVAL RATING	Very Satisfactory	

To pursue MS studies

To attend capability build-up trainings
e.g. germplasm curation, proposal writing
writing research articles for publication

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

Evaluated and Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director
Date: _____

Recommending Approval:

Jose L. Bacsmo
JOSE L. BACSMO
Director for Research and Extension
Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Research and Extension
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018
Name of Staff: Gregorio D. Daga, Jr. Position: Sci. Res. Asst.

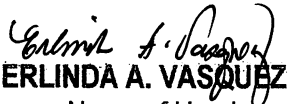
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		52/11 = 4.72				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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 : _____


ERLINDA A. VASQUEZ
Name of Head

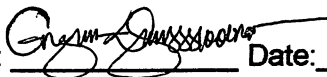
PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Erlinda A. Vasquez

Name of Faculty/Staff: Gregorio D. Daga Jr.

Signature:  Date: 01-28-2019

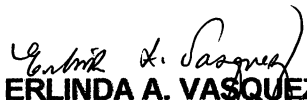
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-one	Group			
Monitoring A. Research Project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were raised and solutions were initiated accprdingly
B. Report writing	On 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
Coaching A. On-going projects	One on one planning and scheduling of monthly and quarterly activities with supervisor	Group discussions together with other field workers on how to address arising issues and concerns during the conduct of the projects			Laid out plan and schedule of activities for the projects
B. Proposal writing	One on one sharing of ideas for future proposal				Submission of proposals for review and approval

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

Prepared/Conducted by:

Verified:


LISA L. ARCE
Immediate Supervisor


ERLINDA A. VASQUEZ
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Gregorio D. Daga Jr

Signature: 

Performance Rating: Very Satisfactory

Aim: To assist and help the project leader in the development of new varieties of cassava.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step:

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- Collection of cassava seeds in the two sites (BrgyCaventan and Pangasugan) of the breeding block will be initiated.
 - Stored cassava seeds will be germinated and eventually planted in a single row and selection of best performing lines will be conducted at the end of the year.
 - Accessions of cassava that is already included in the NCT trial will be replicated in the different testing locations across the country.
 - Conduct trials with the new genotypes associated with cultural management practices.
 - Inventory of the field supplies and inputs will be done to ensure that these will be readily available at the time that it is needed in the experiment.
 - Prepare the purchase of field supplies and inputs that is needed in the experiment.
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- Organize and analyze data for NSIC reports.
 - Prepare quarterly reports on the status of the experiments and trials.
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Result:

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- By the end of the year another set of cassava hybrids will be available for the next step of selection process before it will be included in the NCT trial.
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Date: July 2019

Target Date: December 2019

Next Step:

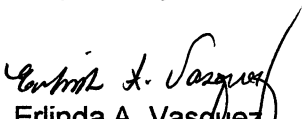
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- Continue the selection of new cassava hybrids that is best performing in different location trial.
 - Propagation of planting materials of existing genotypes that is included in the NCT trial.
 - Dissemination of planting materials to selected cooperating stations in the country.
 - Analyze data and prepare reports needed in the in-house review.
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Outcome: Helped in the development of new genotypes of cassava for the use of different stakeholders especially farmers, entrepreneurs, processors and other industries that uses cassava for different purposes.

Final Step/Recommendation:

To ensure the enthusiasm of developing new genotypes of cassava for future purposes.

Prepared by:


Erlinda A. Vasquez
Unit Head