

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Dale P. Loreto

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.30	70%	3.01
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.27	30%	1.28
Total Numerical Rating			4.29

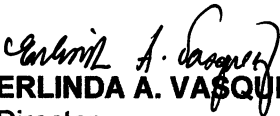
TOTAL NUMERICAL RATING: 4.29  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING 4.29

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

**“Exhibit B”**

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

I, DALE P. LORETO, of the PhilRootcrops 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 1, 2018 to December 31, 2018.

DALE P. LORETO

Ratee

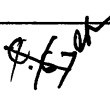
Approved:

ALAN B. LORETO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Instruction</b>	Number of students enrolled on GIS Laboratory classes	<ul style="list-style-type: none"> <li>Assist in teaching GIS Laboratory classes</li> </ul>	20	35	4	4	4	4	
<b>Research Services</b>	Number of Online Database Developed for Rootcrops Germplasm Database:	<ul style="list-style-type: none"> <li>Designed a Database for Sweetpotato &amp; Cassava</li> </ul>	2	3	3	4	4	3.67	
	<ul style="list-style-type: none"> <li>Sweetpoato</li> </ul>	<ul style="list-style-type: none"> <li>Layout the Database for Sweetpotato &amp; Cassava</li> </ul>	2	3	4	5	4	4.33	
	<ul style="list-style-type: none"> <li>Cassava</li> </ul>	<ul style="list-style-type: none"> <li>Encode the data into the Database</li> </ul>	125	180	5	4	5	4.67	
	Maintenance of Database	<ul style="list-style-type: none"> <li>Update the Database</li> </ul>	8	11	4	4	4	4	
	Number of GIS Maps Developed for GIS research	<ul style="list-style-type: none"> <li>Encode the data</li> </ul>	10	25	5	3	4	4	
		<ul style="list-style-type: none"> <li>Process the data into the GIS</li> </ul>	23	47	5	4	4	4.33	
		<ul style="list-style-type: none"> <li>Layout the Maps</li> </ul>	5	20	5	5	5	5	
		<ul style="list-style-type: none"> <li>Convert the output map to image file for presentation</li> </ul>	10	30	4	4	4	4	
		<ul style="list-style-type: none"> <li>Taking aerial photos/image using UAV/Drone technology</li> </ul>	5	8	4	3	4	3.67	
		<ul style="list-style-type: none"> <li>Process the Data using PIX4D mapper software</li> </ul>	5	8	4	4	5	4.33	

Extension Services	Number of Multimedia developed for Rootcrops Technology	• Designed a Multimedia for Rootcrops technology	2	3	4	4	4	4	
		• Layout the Multimedia and encode the source code	2	3	4	4	4	4	
		• Encode the data	5	10	5	4	5	4.67	
		• Test/run the Multimedia	5	10	4	4	4	4	
		• Update the Multimedia.	3	5	5	5	4	4.67	
Administrative Services	Developed and Maintain PhilRootcrops Website	• Developed home page							
		• Gather information and encode the data	5	10	4	4	4	4	
		• Upload the latest article to the web	7	12	5	5	5	5	
		• Upload images	8	13	4	4	4	4	
		• Update the webpage	10	15	4	4	4	4	
	Number of computer units maintain and computer related equipments	• LAN installation and configuration of pc for network.	5	10	4	5	5	4.67	
		• Troubleshoot and repair hardware and software problems of computers	6	11	5	4	5	4.67	
		• Assemble computer pc's and install software and updates	5	7	4	4	4	4	
		• Register computer MAC Addresses for internet connection	4	6	5	5	5	5	
			3	5	4	5	5	4.67	
	Developed email address for the Center	• Provide computer specifications and accessories							
		• Provide email address	1	2	4	4	4	4	

	<b>Desktop Publication</b> <ul style="list-style-type: none"> <li>Number of Poster Designed</li> <li>Poster layout developed</li> </ul>	2	3	4	5	5	4.67	
<b>Total Over-all Rating</b>								

4.30

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		Very Satisfactory

<b>Comments &amp; Recommendations for Development Purpose:</b> To focus on the assigned jobs To pursue further the studies To attend related trainings
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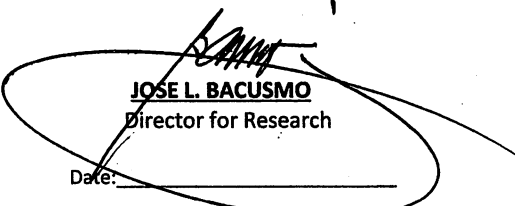
Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

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

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

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

  
**OTHELLO B. CAPONO**  
 VP for Research & Extension

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018  
Name of Staff: Dale P. Lorcto Position: Sci. Res. Assistant

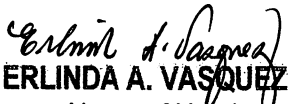
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		47 / 11 = 4.27				
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

	1st	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4th	

Name of Office: PhilRootcrops

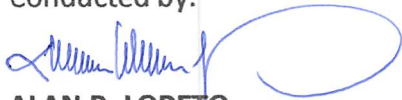
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Dale P. Loreto 

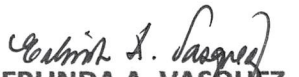
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project progress / other tasks assigned e.g. database maintenance	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives
Coaching	Coaching through one-on-one discussion on proper database management  Coaching on project development based on feedbacks from project evaluators / critiques	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives

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

Conducted by:

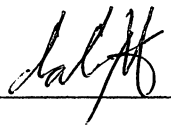
  
**ALAN B. LORETO**  
Immediate Supervisor

Noted by:

  
**ERLINDA A. VASQUEZ**  
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DALE P. LORETO**  
Performance Rating: Very Satisfactory

Signature: 

Aim: To assist the project leader in research activities that involves mapping using GIS and databasing.

Proposed Interventions to Improve Performance:  
Attend workshops and trainings on specific crops modeling.

Date: Jul 2018      Target Date: Dec 2018

First Step:

- 
- Request project leader for funds to participate in the trainings that will be conducted related to crop modeling
- 

Result:

- 
- Participated two workshops cum training on sensitivity, exposure and vulnerability assessment of crops.
  - Understood the capability of R programming software for current and future climatic event scenarios
- 

Date: Jan 2019    Target Date: Jun 2019

Next Step:

- 
- Apply the knowledge gained to other climate change projects of VSU
- 

Outcome:

- Applied climate-risk vulnerability assessment to the projects conducted by VSU-PhilRootcrops for Leyte and Cebu
- Improved the process by using batch files for processing

Final Step/Recommendation:

- Become updated in crop modeling application software
- 

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Unit Head