



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Bahandi, John S.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.57	70%	3.10
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.55	30%	1.37
TOTAL NUMERICAL RATING			4.47

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.47**

ADJECTIVAL RATING: **Very Satisfactory**

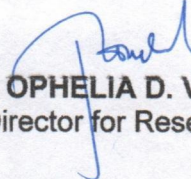
Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer


Reviewed by:


MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:



ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOHN BAHANDI**, 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 January 01, 2023 to June 30, 2023.


JOHN S. BAHANDI
 Ratee

Approved:


DILBERTO O. FERRAREN
 PROJECT LEADER



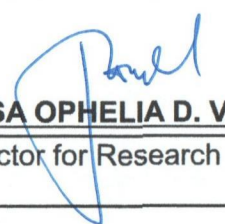

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of Sweetpotato accessions characterized	<ul style="list-style-type: none"> Assist in characterization of sweetpotato accessions 	30	30	5	5	5	5	
	Number of sp recommended varieties propagated	<ul style="list-style-type: none"> Assist in the planning of sp recommended varieties Supervise the establishment of experimental area 	37	37	5	4	4	4.33	
	Increase land area dedicated for sweetpotato germplasm enhancement	<ul style="list-style-type: none"> Supervise laborers in the field maintenance of all registered varieties and accessions Planting, weeding, fertilizer application, and harvesting of propagated varieties. 	37	37	5	4	4	4.33	
		<ul style="list-style-type: none"> Varietal improvement of sweetpotato (conduct of 	700	700	5	5	4	4.67	

		single plant selection of 700 sweetpotato hybrids) • Propagate 50 accessions to be used as the start-up of mass recharacterization of sp accessions	50	50	5	5	5	5	
Extension Services	Number of walk-in clients and phone calls served	• Entertained and provide information to various clients	4	4	>	4	4	4	4
	Number of beneficiaries served		3	3					
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of		

To prepare reason report for finding.

approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		

Evaluated & Rated by:	Recommending Approval:		Approved by:
 EDGARDO E. TULIN Director, PhilRootcrops	 MARLON M. TAMBIS Assistant Director, PhilRootcrops	 ROSA OPHELIA D. VELARDE Director for Research	 MARIA JULIET C. CENIZA VP in Research, Extension and Innovation
Date: _____ —	Date: _____ —	Date; _____	Date: _____ _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: John S. Bahandi

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	5	4	3	2	1

improvement of his work accomplishment					
12. -Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	4.55				

Overall recommendation : _____


MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 ST	Q U A R T E R
X	2 ND	
	3 RD	
	4 TH	

Name of Office: **PhilRootcrops**

Head of Office: **Marlon M. Tambis**

Name of Personnel: **John S. Bahandi**

Signature:  Date: June 30, 2023

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>1st Quarter</u> <u>2nd Quarter</u> a. Monitoring of the assigned office Activities b. Report writing	One-on-one discussion with project leader and constant follow-up of activities One on one discussion to draft progress and annual reports	Special meetings with the project leader, staff and field workers for immediate issues and concerns Consolidation of data for completion of quarterly and annual reports			Problems and concerns were addressed Submission of quarterly and semi-annual reports
Coaching On-going project	One-on-one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities of the project

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

Conducted by:


DILBERTO O. FERARREN
 Immediate Supervisor

Verified by:


MARLON M. TAMBIS
 Director

cc: OVPI

Immediate Supervisor

Director

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOHN S. BAHANDI**

Performance Rating: Very Satisfactory

Aim: To preserve sweetpotato germplasm in the field.

Proposed Interventions to Improve Performance

Date: Jan. 01, 2023

Target Date: June 30, 2023

First Step:

- Coordination with project leader for specific tasks and project activities.
- Selection of sweetpotato varieties/accessions through analyses specifically those with high yield and disease resistance characters.
- Meeting with field workers regarding propagation of sweetpotato planting materials to meet the demands of stakeholders especially the farmers.
- Constant supervision on the re-establishment and maintenance of sweetpotato germplasm collection.
- Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
- Observation of field worker safety and quality of work.

Result:

- Land preparation of the areas were already scheduled and has already coordinated with the land preparation incharge for another set up.
- Sweetpotato improvement program (single plant selection of 700 sp hybrids is underway.
- Catered the needs and concerns of walk-in clients regarding sweetpotato planting materials not only to the research community but also other agencies and farmers from other regions.
- Germination of a new set of selected sweetpotato seeds were successful.

Date: July 2023

Target Date: December 2023

Next Step:

- Conduct a general observation trial (replicated) of 50 sweetpotato (per batch) accessions. Data gathered will be used for the efficient selection of breeding stocks in the future breeding program.
- Continue in maintaining the sweetpotato germplasm collection and sweetpotato breeding blocks through weeding, fertilization application, and hilling up.
- Sowing of new batch of collected sweetpotato hybrid seeds as a product of sp breeding.

Outcome

- Serve the research community of VSU and other SUC's, LGUs, and small farmers in need for sweetpotato planting materials.
- Mass recharacterization of sweetpotato accessions will facilitate for the efficient parental selection in the sweetpotato varietal improvement program.

Final step/ Recommendation

- Intimate knowledge of sweetpotato accessions which will be used as fundamental guidelines in the establishment of sweetpotato breeding program.

Prepared by:


EDGARDO E. TULIN
Director, PhilRootcrops


MARLON M. TAMBIS
Assistant Director,
PhilRootcrops

Conforme:


JOHN S. BAHANDI
Name of Ratee/Faculty/Staff