



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Godoy, Federico P. Jr**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.67	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.55	30%	1.37
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: _____


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.64**

ADJECTIVAL RATING: **Outstanding**

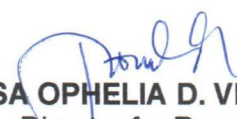
Prepared by:


PRECILA D. CONTERO
AO

Reviewed by:


LISA L. ARCE/ EDGARDO . TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FEDERICO P. GODOY JR.** 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 1- June 30, 2021.

FEDERICO P. GODOY JR.

Ratee

Approved:

JOSE L. BACUSMO

Project leader

MFO/PAPS	Success Indicators	Task Assigned	Target	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Research	1. No. of SP parents planted for the Polycross Breeding Nursery	A. Sweet potato polycross (parents- orange- flesh color)	10	12	5	5	5	5	
		B. Sweet potato polycross (parents- purple flesh color)	10	12	4	5	5	4.67	
	2. No. of seeds stored	No. of seeds stored	2,500	4,050	5	5	5	5	
	3. No. of trials conducted	• Single plant yield trial	1	1	4	4	4	4	
		• Single row yield trial	1	1	4	5	5	4.67	
		• Double row yield trial	1	1	4	5	5	4.67	
	4. No. of sweet potato varieties planted	• As source of tubers and planting material	5	8	5	4	5	4.67	
		• Display fresh sp tubers and cuttings during VSU ,Philrootcrops anniversary activities	6	8	4	4	5	4.33	
	5. No of reports submitted	• Writing of reports	4	4	5	4	5	4.67	

Other Duties									
Rootcrop Production	1. Total land area planted In support to Cassava production	• Production of cassava for cassava chippy	500sqm.	600sqm.	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**
To attend capability
build-up trainings.

Evaluated and rated by:


EDGARDO E. TULIN
Director


LISA L. ARCE
Asst. Director

Date: _____

Date: _____

Recommending Approval


ROSA OFELIA V. VELARDE
Director for Research

Date: _____

Approved by:


MA. JULIET C. CINESA
VP, Research, Extension & Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Federico P. Godoy

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

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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	f.55				

Overall recommendation : Very Satisfactory



LISA LARCE/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: EDGARDO E. TULIN

Asst. Head ; LISA I. ARCE

Name of Faculty/Staff: FEDERICO P. GODOY JR.

Signature: 

Date: 7-23-21

Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	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, field workers for immediate issues and concerns.			Problems and concerns were addressed
B. Report writing	One 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 activities with supervisor				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


JOSE L. BACUSMO

Immediate Supervisor

Verified by:


EDGARDO E. TULIN

Next Higher Supervisor

cc: OVPI , ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Federico P. Godoy Jr.

Signature: **Performance Rating:** *Outstanding*

Aim: To assist and help the project leader on the development of new Sweetpotato varieties.

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step:

-
- Coordination with project leader for specific tasks and project activities.
 - To develop sweetpotato genotypes with high yield and good eating or processing and quality.
 - Meeting with field workers regarding propagation of sweetpotato planting materials to meet the demands of stakeholders especially the farmers.
 - Conduct sweetpotato trials; single row, double row trial and supervision on the re-establishment and maintenance of sweetpotato polycross breeding nursery.
 - 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:

-
- By the end of the third quarter, the sweetpotato polycross breeding nursery re-established. Catered the needs and concerns of walk-in clients regarding sweetpotato planting materials not only the research community but also other agencies and farmers from other regions.
-

Date: July 2021

Target Date: December 2021

Next Step:

-
- Continue in maintaining the sweetpotato polycross breeding nursery, collection of seeds, weeding, fertilizer application and spraying.
 - Continue in maintaining the sweetpotato evaluation trials by weeding, hilling-up, grass cutting the whole area.
 - Continue planting the new F1 seeds of selected sweetpotato parent materials result of sweetpotato breeding.
-

Outcome:

-
- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers and farmers' association and sweetpotato industries for the need of good quality planting materials.
-

Final Step/Recommendation:

To maintain the production of good quality sweetpotato planting material

PREPARED BY:


EDGARDO E. TULIN
 Director


LISA I. ARCE
 Asst. Director