



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Dacera, Resa M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.44	70%	3.11
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING: **4.58**

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
a/c 4/24/23 8/5

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RESA M. DACERA, Science Aide of PHILROOTCROPS accomplished the following targets in accordance with the indicated measures for the period October 2022 to December 2022.



RESA M. DACERA

Ratee



Approved:

DILBERTO O. FERRAREN

Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of maintained taro genotypes evaluated under different stages of trials in the germplasm	Supervise in the set-up and evaluation of trials	20	20	5	5	4	4.47	
		Monitor and evaluate the growth performance of the standing crop of the germplasm collection and other minor rootcrops	10	10	5	4	4	4.73	
		Supervised laborer activities (planting, weeding, replanting of low germinating genotypes, application of organic and inorganic fertilizers and pesticides) in maintaining the germplasm	30	30	4	4	4	4	
		Maintained proper labeling of each genotypes	5	5	5	5	4	4.67	
	Number of varieties/promising genotypes propagated	Supervise planting of taro varieties and promising genotypes for mass propagation	10	10	5	4	4	4.33	

[illegible]

Average Rating (Total Over-all Rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
NUMERICAL RATING		4.45
ADJECTIVAL RATING		Very Satisfactory

Comments and Recommendations for Development Purposes:

to attend capability build-up trainings/seminars in relation to the conduct of research.

Evaluated and Rated by:


EDGARDO E. TULIN
 Director

Date: _____


MARLON M. TAMBIS
 Asst. Director


Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research

Date: Jan. 24, 2023

Approved by:


MARIA JULIET C. CENIZA
 VP for Research and Extension

Date: Jan. 24, 2023

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Resa M. Dacera

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	54				
Average Score	4.91				

Overall recommendation : _____


MARLON M. TAMBIS
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: EDGARDO E. TULIN & MARLON M. TAMBIS

Name of Faculty/Staff: RESA M. DACERA

Signature: 

Date:

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, staff and field workers for immediate issues and concerns			Immediate issues and concerns were discussed and solved
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					
C. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
D. Proposal writing	One on one sharing of ideas for future proposal				Assist in making of proposal and submission for review and approval

Prepared/Conducted by:


DILBERTO O. FERRAREN
 Immediate Supervisor

Noted by:

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

cc: OVPI
 ODAHR
 PRPEO

EMPLOYEE DEVELOPMENT PLANName of Employee: Resa M. DaceraSignature: **Performance Rating:**

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

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 2023

First Step:

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- Coordination with project leader for specific tasks and project activities.
 - Selection of taro varieties through evaluation specifically those with high dry matter content resistant to pest and diseases, good sensory quality and high yield potentials
 - Meeting with field workers regarding maintenance and propagation of taro planting materials to meet the demand of farmers and clients.
 - Constant supervision on the re-establishment and maintenance of taro nursery and evaluation trials.
 - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
 - Supervision of field workers in the establishment and maintenance activities of experiments/trials as well as their safety and quality of work.
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Result:

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- By the end of the second quarter, breeding nursery, evaluation trials and propagation plots of taro varieties and promising genotypes were established.
 - Catered the needs and concerns of walk-in clients regarding taro planting materials to farmers and other agencies, including the research community in the regions.
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Date: July 2023

Target Date: December 2023

Next Step:

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- Continue in the evaluation of taro genotypes and maintenance of taro breeding nursery through weeding, fertilizer application, irrigating and other maintenance activities
 - Continue planting the new set of selected taro genotypes as a result of breeding.
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Outcome:

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- Served SUC's, LGUs, government agencies, NGOs, students, individual farmers and farmer's association including research community of VSU for the need of good quality corm and planting materials.
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Final Step/Recommendation:

To maintain the production of good quality planting materials of recommended taro varieties.

Prepared by:

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

Conforme:


RESA M. DACERA

Name of Ratee/Faculty/Staff