


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

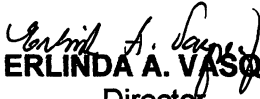
Name of Administrative Staff: **Troyo, Anita D..**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.59	70%	3.21
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.36
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO E. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, ANITA D. TROYO 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

January 1, 2018

to

June 30, 2018

ANITA D. TROYO
RATEE

APPROVED:
JOSE L. BACUSMO
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET **	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	Q2	Q3	Q4	
Research service	Number of maintained cassava accessions in the germ plasm	1. Monitor filed stand of the collection 2. supervised periodic transfer of collection to new 3. Supervised laborer activities (weeding, replanting of low germinating accession and application of necessary chemicals such fertilizer and pesticides) in maintaining the germplasm 4. Maintained proper labelling of each accession 5. Assist in evaluation of collection	304	304	5	4	4	4.33	
	Number of HCN analysis and dry matter content analysis of all cassava hybrid and introduced varieties conducted	1. Prepared samples for HCN and DM method analysis from the field 2. Performed HCN analysis using Picric method 3. Read and interprets results	300	320	5	4	4	4.33	
	Land area (hectare) devoted for cassava propagation of 48 selected varieties using 2 nodes technology	1. Supervise establishment of the experimental area 2. Supervise laborers in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Supervised laborers in the field maintenance of all propagated varieties	2	3	5	4	4	4.33	
	Land area (Hectare) devoted for cassava nursery	Supervised laborers in planting, weeding, under brushing, pruning, and fertilizer appliaction of 18 selected varieties	1	1					

Extension services	Number of distributed clean planting materials (cutting)	1. Entertained walks in clientele asking for planting materials 2. Supervised distribution of clean planting materials 3. Kept intensive record of distributed planting materials and recipients	10 10,000	18 16,000	5	5	5	5	
	Number of facilitated cassava training	1. Resource person 2. Assist in extension training sponsored by the center	2	4					
Other duties needed by the center	Number of contact hours devoted for putting up exhibit and entertain walk-in-clientele	1. Assist in putting up exhibit 2. Entertain walk-in-clientele asking cassava technology	20	28	5	5	5	5	
Total Rating			Very Satisfactory						4.59

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

Very Satisfactory	

To attend training on project proposal preparation statistical analyses, and other computer programs.

Recommending Approval:

Approved by:

Evaluated and Rated by:

Recommending Approval:

Approved by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Anita D. Troyo 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		50 / 11				
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	4.54				

Overall recommendation : _____

Edwin A. Lagmay
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: ANITA D. TROYO

Signature: Adm

Date: Nov. 14, 2018

Activity Monitoring				Memo	Others (Pls. specify)	Remarks
	Meeting					
	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 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:

Verified by:



LISA I. ARCE
Immediate Supervisor

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Anita D. Troyo**

Signature: 

Performance Rating: Very Satisfactory

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

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step:

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- Coordination with project leader for specific tasks and project activities.
 - Selection of cassava varieties through analyses specifically tubers with low HCN content and high starch yield properties.
 - Meeting with field workers regarding propagation of cassava planting materials to meet the demands of stakeholders especially the farmers.
 - Constant supervision on the re-establishment and maintenance of cassava germplasm collection and cassava 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.
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Result:

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- By the end of the second quarter, the cassava germplasm collection was re-established and standing crops of the cassava nursery are ready for distribution.
 - Catered the needs and concerns of walk-in clients regarding cassava planting materials not only the research community but also other agencies and farmers from other regions.
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Date: July 2018

Target Date: December 2018

Next Step:

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- Continue in maintaining the cassava germplasm collection through weeding, fertilizer application and healing up for optimum growth.
 - Continue in maintaining the cassava nursery by under brushing the whole area.
 - Continue planting the new set of selected cassava seeds as a result of cassava breeding.
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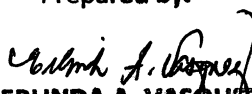
Outcome:

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

To maintain the production of good quality cassava planting materials.

Prepared by:


ERLINDA A. VASQUEZ
 Unit Head