



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Gumama, Analyn M.**

| 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 | 4.73 | 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.69 |

TOTAL NUMERICAL RATING: _____


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING: **4.69**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:


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

Approved:


DENNIS P. PEQUE
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALYN M. GUMAMA, Science Research Assistant of Philrootcrops, accomplished the following targets in accordance with the indicated measures for the period July 2023 to December 2023.


ANALYN M. GUMAMA

Ratee

2/2/24

Approved:


DILBERTO O. FERRAREN

Project Leader

2/8/24

| MFO& PAPS | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|-------------------|--|---|----------------|-----------------------|----------------|----------------|----------------|----------------|--------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Research Services | Number of maintained yam accessions in the germplasm | <p>To assist in the maintenance of the yam germplasm collection</p> <ul style="list-style-type: none"> • Monitor filed stand of the collection • Supervised laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm • Maintained proper labeling of each accessions • Take photographs of all collections in the experimental field | 351 accessions | 351 accessions | 5 | 4 | 4 | 4-33 | |

| | | | | | | | | | |
|--------------------|---|--|---|-------------------|---|---|---|------|--|
| | Number of contact hours involved in the field and storehouse maintenance of the yam germplasm collection and in yam recollecting activities | <ul style="list-style-type: none"> Maintain yam varieties for regional trial To assist in the recollection activities of the germplasm To maintain materials collected from outside of the station Supervise and manage field in maintaining cleanliness and orderliness of yam germplasm collection | 960 hours | 1020 hours | 5 | 5 | 5 | 5 | |
| | Number of data set encoded and performed statistical analysis | <ul style="list-style-type: none"> To gather data on yam in the regional trial and other Experiment To encode data in the computer and perform statistical analysis | 14 data sets | 14 data sets | 5 | 4 | 5 | 4.47 | |
| | Number of reports made | <p>Assisted in the preparation of reports</p> <ul style="list-style-type: none"> Year-end In-house review | 1 1 | 1 1 | 5 | 4 | 5 | 4.47 | |
| | Number of laborers supervised | Supervised laborers in the establishment and maintenance activities of experiments/trials | 3 laborers | 3 laborers | 5 | 5 | 4 | 4.47 | |
| Extension services | Number of walk-in clients served | <ul style="list-style-type: none"> Entertained and provided information to various clients with regards to yam production technology | 5 walk-in clients (Farmers, student, LGU's and NGO's) | 8 walk-in clients | 5 | 5 | 5 | 5 | |

| | | |
|---|--|-------------|
| Average Rating (Total Over-all Rating divided by 4) | | |
| Additional Points: | | |
| | | |
| Punctuality | | |
| Approved Additional Points (with copy of approval) | | |
| NUMERICAL RATING | | 4.07 |
| ADJECTIVAL RATING | | Outstanding |

Comments and Recommendations for Development Purposes:

To attend capability build-up training in relation to the conduct of research

Evaluated & Rated by:


EDGARDO E. TULIN
 Director


MARLON M. TAMBIS
 Assistant Director

Date: 2/8/24

Date: 2/8/24

Approved by:


DENNIS P. PEQUE
 VP. Research for Extension and Innovation

Date: 2/12/24

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Analyn M. Gumama

Position: Science Research 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 | 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 | 473 | | | | |

Overall recommendation : _____


MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director 2/8/24

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: ANALYN M. GUMAMA

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 | Weekly 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 | Analyzing and 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 One on one sharing of ideas for future proposal | | | | Laid out plan and schedule of activities for the projects |

Prepared/Conducted by:

Noted by:


DILBERTO O. FERRAREN
 Immediate Supervisor

  2/28/24
MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLANName of Employee: **Analyn M. Gumama**Signature: **Performance Rating:**

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

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

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- Coordination with project leader for specific tasks and project activities.
 - Preparation of yam varieties for regional trial.
 - Preparation of yam planting material for greenhouse experiment.
 - Constant supervision on the re-establishment and maintenance of yam germplasm collection.
 - 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.
 - Photodocumentation of yam accessions.
 - Compiling of all data
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Result:

-
- By the end of the second quarter, the yam germplasm collection was re-established and yam varieties for regional trial were conducted.
 - Experiment of yam in greenhouse was conducted and monitored.
 - Entertained and providing information to various walk-in clients with regards to yam production technology.
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Date: July 2024

Target Date: December 2024

Next Step:

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- Continue in monitoring filed stand of the collection.
 - Supervising laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm collection.
 - Maintained proper labeling of each accession.
 - Gathering of data on yam in the regional trial and greenhouse experiment.
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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 students for the need of good quality planting materials.
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Final Step/Recommendation:

To maintain the production of good quality yam planting materials.

Prepared by:

  28-24
MARLON M. TAMBIS/EDGARDO E. TULIN
Assistant Director/Director

Conforme:


ANALYN M. GUMAMA
Name of Ratee/Faculty/Staff
2/2/24