



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: EDIESER A. NORIEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any                     

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

**EDIESER A. NORIEL**

Name of Staff

Reviewed by:

**ROMEL B. ARMECIN**

Office Head

Recommending Approval:

**ROSA OPHELIA D. VELARDE**

Director, Research

Approved:

**MARIA JULIET C. CENIZA**

Vice President for Research, Extension & Innovation

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDISIER A. NORIEL, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 2021 to June 2021.

*Edisier A. Noriel*

EDISIER A. NORIEL

Ratee

Date:

Approved:

*Romel B. Armecin*

ROMEL B. ARMECIN

Unit Head

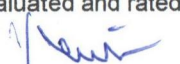
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
MFO 3. Research Services										
	PI 2. Number of research outputs presented in regional/ national/int'l fora/conferences									
	In institutional fora/conferences (In-house review)		Prepares/reproduces paper for presentation	1	1	4	4	5	4.33	
			Prepares/consolidates project/study report for RDE In-house Review and Evaluation	2	1	4	4	5	4.33	
			Serves as facilitator during In-house Review, encode research outputs and evaluation	1						
			Assists/prepares PowerPoint presentations	1						



	PI 3. Number of research projects conducted and/or completed on schedule	Prepares/encodes research reports and budget	1						
<b>MFO 4.</b>	<b>Extension/Production Services</b>								
	<b>Extension Activities</b>								
	PI 1. Number of person-days trained weighted by length of training	Facilitates training / lecture; hands-on	50	40	5	5	5	5.0	
		Prepares Power Point presentation	2	2	4	5	5	4.67	
		Prepares logbook of attendance	1	1	5	5	5	5.0	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepares/reproduces brochures and leaflets	5	4	4	4	4	4.0	
	PI 3. Number of IEC materials distributed	Distributes IEC materials to trainees, clients, etc.	50	40	4	4	4	4.0	
	<b>Production Activities</b>								
	PI 1. Production of vermicast (no. of bags)	Monitors production and selling of vermicast	220	145	5	5	5	5.0	
	PI 2. Production of IMO 2	Produces IMO2 for rapid decomposition of substrates	4	2	5	5	5	5.0	
	PI 3. Expansion of vermiculture area; number of beds	Monitors construction of beds							
<b>MFO 5.</b>	<b>Support to Operation (STO)</b>								
	PI 1. Monthly production of vermitea	Produces and monitors production of vermitea	12	6	5	5	5	5.0	
	PI 2. Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	4	3	5	5	5	5.0	
	<b>Total Over-all Rating</b>							51.73	
	<b>Average Rating</b>							4.67	
	<b>Adjectival Rating</b>								

Evaluated and rated by:

  
ROMEL B. ARMECIN

Unit Head

Date:

Recommending Approval:

  
ROSA OPHELIA D. VELARDE

Director, Research

Date:

Approved by:

  
MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation

Date:

Comments and Recommendation for Development Purpose:

Participate in webinars on Research  
& extension related to organic  
farming.





**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2021

Name of Staff: EDIESER A. NORIEL

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		55				

**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.



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
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
<b>Total Score</b>						
<b>Average Score</b>		<b>4.58</b>				

Overall recommendation : \_\_\_\_\_

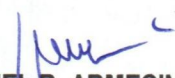
  
**ROMEL B. ARMECIN**  
 Head of Office

Exhibit G

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: March - June 2021

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : EDISIER A. NORIEL

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Vertibrate pest (chicken and rodents) control. Procurement of substrates to feed the worms	Bi-weekly meeting				
Coaching Innovation on conducting pest control and procurement of new materials	1st week of January and April 2021				

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

Conducted by:

ROMEL B. ARMECIN

Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: January-June 2021

**Name of Employee** : EDISIER A. NORIEL  
**Performance Rating** : \_\_\_\_\_

**Aim:** To continuously refresh knowledge in conducting field experiments in crop production and vermicomposting/organic agriculture.

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

**Date:** January 2021 **Target Date:** within 1st Quarter 2021

**First Step:**

Review pertinent knowledge gained from previous seminars, symposium, and scientific fora.

**Result:**

Improved ability in conducting experiments and duable ideas in work related to the project and objectives of the Institute.

**Date:** within 1st Quarter **Target Date:** within 2nd Quarter 2021

**Next Step:**

Knowledge and ideas gained must be applied in vermiculture and in conducting experiment on crop production

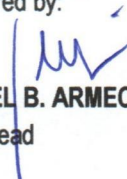
**Outcome:**

Be ready and able to act as Resource Person in vermicomposting/organic agriculture and enhance capability to conduct field experiment on crop production.

**Final Step/Recommendation:**

SRA must be involved in conducting field experiments and act as Resource Person in vermicomposting and organic agriculture whenever necessary.

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head

Conforme:

  
**EDIESER A. NORIEL**

Name of Ratee