


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

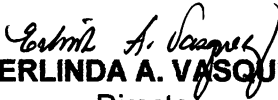
Name of Administrative Staff: Daga, Gregorio D.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.79	70%	3.35
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.44
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, GREGORIO D. DAGA JR. 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


GREGORIO D. DAGA JR.
RATEE

APPROVED: 
JOSE L. BACUSMO
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	Q2	Q3	Q4	
	Number of hybridized genotypes of cassava	1. Monitored the field stand of the cassava	16	16	5	5	4	4.67	
		2. Supervised field worker's activities needed prior to the conduct of breeding (weeding and sanitation, fertilizer application)							
		3. Conducted breeding of promising cassava genotypes							
	Number of evaluated progenies of cassava in the NCT trials	1. Assisted in the establishment of the experimental area	12	12	5	5	4	4.67	
		2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties							
		2. Performed HCN analysis using Picric method 3. Read and interprets results							
		1. Monitored the field stand of cassava at the 2 breeding block located at Brgy Caventan, Ormoc							

Research service	Number of cassava seeds collected	City and PhilRootcrops experimental area at Brav. Pangasugan 2. Collected matured seeds of cassava 3. Processed the collected seeds of cassava for proper storage 4. Supervised field workers activities prior to the collection of seeds (weeding and sanitation)	900	2186	5	5	5	5
	Analyzed data for NSIC reports	1. Tabulation of Data Gathered 2. Assisted in the analysis of consolidated data	2	2	5	5	4	4.67
	Land area (Hectare) devoted to propagation of new genotypes and associated cultural management	1. Supervised establishment of the experimental area 2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Supervised fieldworkers in the field maintenance of all propagated varieties	2	2.5	5	5	5	5
	Quarterly, semi-annual annual reports and annual reports for in-house-review	1. Made reports on the progress and development of the different experiments conducted	2	2	4	5	4	4.33
Extension Services	Number of distributed clean planting materials (cutting)	1. Entertained walk in clientele asking for planting materials 2. Supervised distribution of clean planting materials 3. Keep intensive record of distributed planting materials and recipients	5,000	10,500	5	5	5	5
		1. Assisted in putting up exhibit						

Other duties needed by the center	Number of contact hours devoted for putting up exhibit and entertain walk-in-clientele and serve as resource person to diffirent trainings related to cultural management of cassava	2. Entertained walk-in clientele asking for cassava technology 3. Assists and served as resource person in the conduct of trainings facilitated by the center or other attached agencies related to the cultural management of cassava	50	70	5	5	5	5	
Total Rating									4.79

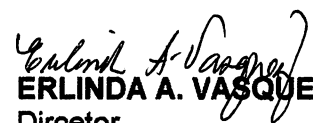
Average Rating (Total Over-all rating divided by 4) Additional points Punctuality Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING		

Outstanding

To go on further studies (MS in related course).

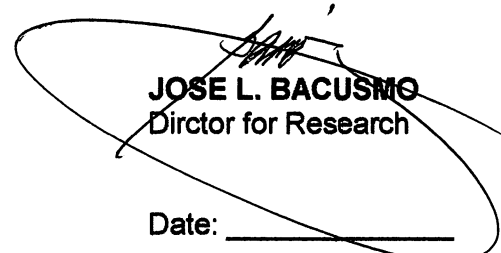
Recommending Approval: Approved by:

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President for Research and Extension

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: Gregorio D. Daga Jr. 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		57				
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	4.82				

Overall recommendation : _____

Ermita A. Laguarda
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: Gregorio D. Daga Jr.

Signature:  Date: _____

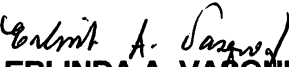
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-one	Group			
Monitoring A. Research Project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were raised and solutions were initiated accprdingly
B. Report writing	On 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 and quarterly activities with supervisor	Group discussions together with other field workers on how to address arising issues and concerns during the conduct of the projects			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:

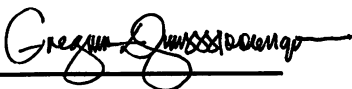
Verified:


LISA L. ARCE
Immediate Supervisor


ERLINDA A. VASQUEZ
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Gregorio D. Daga Jr

Signature: 

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step:

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- Collection of cassava seeds in the two sites (BrgyCaventan and Pangasugan) of the breeding block will be initiated.
 - Stored cassava seeds will be germinated and eventually planted in a single row and selection of best performing lines will be conducted at the end of the year.
 - Accessions of cassava that is already included in the NCT trial will be replicated in the different testing locations across the country.
 - Conduct trials with the new genotypes associated with cultural management practices.
 - Inventory of the field supplies and inputs will be done to ensure that these will be readily available at the time that it is needed in the experiment.
 - Prepare the purchase of field supplies and inputs that is needed in the experiment.
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- Organize and analyze data for NSIC reports.
 - Prepare quarterly reports on the status of the experiments and trials.
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Result:

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- By the end of the year another set of cassava hybrids will be available for the next step of selection process before it will be included in the NCT trial.
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Date: July 2018

Target Date: December 2018

Next Step:

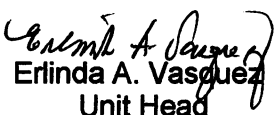
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- Continue the selection of new cassava hybrids that is best performing in different location trial.
 - Propagation of planting materials of existing genotypes that is included in the NCT trial.
 - Dissemination of planting materials to selected cooperating stations in the country.
 - Analyze data and prepare reports needed in the in-house review.
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Outcome: Helped in the development of new genotypes of cassava for the use of different stakeholders especially farmers, entrepreneurs, processors and other industries that uses cassava for different purposes.

Final Step/Recommendation:

To ensure the enthusiasm of developing new genotypes of cassava for future purposes.

Prepared by:


Erlinda A. Vasquez
Unit Head