



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

**Annex P**

Name of Administrative Staff: ROLAND Q. TAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.20	70%	2.24
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	3.25	30%	0.98
<b>TOTAL NUMERICAL RATING</b>			<b>3.22</b>

TOTAL NUMERICAL RATING: 3.22

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 3.22

ADJECTIVAL RATING: SATISFACTORY

Prepared by:

**ROLAND Q. TAN**  
Name of Staff

Reviewed by:

**JEDI JOY B. MAHILUM**  
Department/Office Head

Recommending Approval:

**ROSA OPHELIA D. VELARDE**  
Director, Research

Approved:

**MARIA JULIET C. CENIZA**  
VP, REI

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ROLAND Q. TAN, of the Department of Plant Breeding and Genetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER, 2022.

  
ROLAND Q. TAN  
Ratee

Approved:

  
JEDI JOY B. MAHILUM  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Administration Services	No. of corn propagated	Mass propagation of corn	1,600	3,000	4	4	4	4	
	No. of planting materials prepared	Preparation of Planting Materials	1,600	3,000	3	3	3	3	
	Maintain the cleanliness of the area	Care and Maintenance of planting area such as watering and weeding	800	1,600	2	2	2	2	
	Harvested the corn	Harvesting husking, shelling and sun drying of corn	2,000	3,500	4	4	4	4	

	Participate in the University-wide Alay Linis in the University	Do other task assign by the supervisor	1,000	2,000	3	3	3	3	
Total Over-all Rating	16								
Average Rating (Total Over-all rating divided by 4)					<b>Comments &amp; Recommendations for Development Purpose:</b> - Needs training on how to keep accurate and easily retrievable record/data of the research - Must accept criticism and more open to suggestions and innovations for the improvement of his work accomplishment - Be more willing to be trained and developed - Must maximize office hours during lean periods by performing non-routine functions.				
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			3.20						
ADJECTIVAL RATING			Satisfactory						

Evaluated & rated by:

JEDI JOY B. MAHILUM  
Dept./Unit Head

Date: \_\_\_\_\_

Recommending Approval:

ROSA OPHELIA D. VELARDE  
Director, Research

Date: 3/21/23

Approved by:

MARIA JULIET C. CENIZA  
Vice President, Research, Extension and Innovation

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2022

Name of Staff: ROLAND Q. TAN Position: FARM WORKER II

**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		39				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		3.25				

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

  
JULIEN R. DEROY  
 Printed Name and Signature  
 Project Leader



## PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : Department of Plant Breeding and Genetics

HEAD OF OFFICE : JEDI JOY B. MAHILUM

NUMBER OF PERSONNEL: 1 Farm Worker

ACTIVITY MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please Specify)	
	ONE-ON-ONE	GROUP			
<b>MONITORING:</b>					
Faculty and Staff Meetings		Minutes of Meeting			Regular Meeting
Attendance to university/college/department activities and programs				DTR, Biometrics, Personal Random Check/Monitoring	DPBG Staff
Compliance to University memos			Memos		
Leave of absence (SL, VL etc.)				Application for Leave Form	
Monitoring of daily journal of activities				Logbook	
Follow-up data gathering and other assigned tasks	Staff				
<b>COACHING:</b>					
Proper methods of data gathering					Every Planting season
Record keeping of data gathered					Every Planting season

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

Conforme:



**ROLAND Q. TAN**  
Name of Employee

Conducted by:



**JEDI JOY B. MAHILUM**  
Head, DPBG

Noted by:



**ROSA OPHELIA D. VELARDE**  
Director, Research