



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Bolatete, Dioscoro M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.85	70%	3.39
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
Total Numerical Rating			4.77

TOTAL NUMERICAL RATING: **4.77**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING **4.77**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


MARIA ELSA M. UMPAD
AO II


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

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.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, **DIOSCORO M. BOLATETE** 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 **Jan 1, 2019** to **June 30, 2019**


DIOSCORO M. BOLATETE, JR
RATEE

APPROVED: 
ERLINDA A. VASQUEZ
HEAD OF UNIT

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Research Support Services	Number of field survey, monitoring and maintenance based on sketch map utilization of all experimental area of PhilRootcrops	To survey and supervise, monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry	6	12	5	5	5	5	
		Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production	6	10	5	5	5	5	
	Number of consultation with the RA/project leaders	Implementation of proper cultural management practices for Rootcrops to showcase better crop stand and yield results	4	4	4	5	4	4.3	
		To provide updates of the progress and outcome of production activities	5	7	4	4	5	4.3	


	Spearhead the development, maintenance and full utilization of PhilRootcrops learning site for research and production of rootcrop and related activities	Maintain and supervise the whole operation of learning site	12	15	4	5	5	4.7	
Production	Nursery establishment for quality planting materials	Monitor and Established rootcrop nurseries and demo farm in campus and outside VSU.	2	4	5	5	5	5	
	Number of farm assisted and monitored production of raw materials	Number of production area assisted and visited	8	10	5	5	5	5	
Extension Services	Act as resource person during training	To conduct training on rootcrop production	1	4					
	Provide technical services for walk-in client	Number of orientation	3	5	5	5	5	5	
	Number of farmer/technicians serve	Number of farmers briefed and trained with rootcrop technologies	20	80	5	5	5	5	
	Number of farm assisted and monitored	Number of production area assisted and visited	8	10	5	5	5	5	
	Overall coordinator for exhibit in and outside campus and other activities	put up rootcrop exhibit in VSU, LGU, NGO, etc.	2	4	5	5	5	5	
	Collection of rootcrops materials during survey to be integrated in the PhilRootcrops germplasm	Collected rootcrop material: Sweetpotato	1	1	5	5	5	5	
Total Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.85	
ADJECTIVAL RATING	Outstanding	

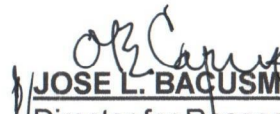
TO attend capability build-up trainings
related to his duties/responsibilities

To attend leadership and management trainings


Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director
Date: _____

Recommending Approval:


JOSE L. BAGUSMO
Director for Research and Extension
Date: _____

Approved by:


OTHELLO B. CAPUNO
VP for Research and Ext'n
Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 – June 30, 2019

Name of Staff: Dioscoro M. Bolatete, Jr.

Position: Senior Agriculturist

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	4.58				
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	4.6				
Average Score	4.59				

Overall recommendation : Very Satisfactory


ERLINDA A. VASQUEZ
 Director

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 st	Q U A R T E R
X	2 nd	

Name of Office: PHILROOTCROPS
Head of Office: Erlinda A. Vasquez
Name of Faculty/Staff: DIOSCORO M. BOLATETE, JR
Signature:  Date: _____

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
Monitoring 1st Quarter 2nd Quarter A. Monitoring of the assigned activities	One on one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned activities Checking the accomplishments of the assigned tasks e.g. reports, trainings etc	Meeting with the project leader, staff and field workers for immediate issues and concerns Regular monthly meeting with the PRDC members			Issues, problems and concerns were addressed properly Office procedures were properly followed Reports submitted on time
Coaching Coaching of project staff/laborer on the proper procedure in doing the assigned tasks Encouraging the project staff/laborer to attend meetings, related learning and development activities	One-on-one coaching One on one planning and scheduling of monthly activities with supervisor One on one sharing of ideas	Group coaching through meetings and even in group discussions Brainstorming activities Regular monthly PRDC meetings with the members			Positive response to the coaching activity, Laid out plan and schedule of activities negative feedback on the

<ul style="list-style-type: none">As often as necessary					assigned office activity were immediately addressed
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Prepared/Conducted by:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN**Name of Employee:** Dioscoro M. Bolatete Jr**Signature:** **Performance Rating:** Outstanding

Aim: To assist and help the supervisor/director on the development of center programs and related activities.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step:

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- Coordination with project leader, consultation with the RA/project leaders for specific tasks and project activities.
 - Monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry
 - spearhead the development, maintenance and full utilization of learning site for research and production of rootcrop and related activities
 - Assist in the extension project of the center.
 - Observation of field worker safety and quality of work.
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Result:

-
- By the end of the second quarter, whole experimental area was fully utilized by the project.
 - Maintained orderly and cleanliness of the whole experimental area
 - Maintained the Philrootcrops learning site and plan its full potential
 - Implemented task assigned by the extension program leader
 - Catered the needs and concerns of walk-in clients regarding planting materials not only the research community but also other agencies and farmers from other regions.
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Date: July 2019

Target Date: December 2019

Next Step:

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- Continue in maintaining the experimental area by implementing regular monitoring and cleanliness
 - Implement some tangible projects in the learning site
 - Continue establishing some activities related to the production and extension project of the center
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Outcome:

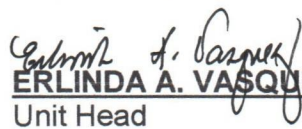
-
- Served the research community of VSU and other SUC's, LGUs, government
-

agencies, NGOs, individual farmers and farmers' association in promoting rootcrop and help the industries as a whole

Final Step/Recommendation:

To maintain the whole experimental area, learning site and continue serving stakeholders in-order to promote rootcrops.

Prepared by:


ERLINDA A. VASQUEZ
Unit Head