



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

**Annex P**

Name of Administrative Staff: **Gongora, Mikaela M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.87	70%	3.41
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.80</b>

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

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

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

FINAL NUMERICAL RATING: **4.80**

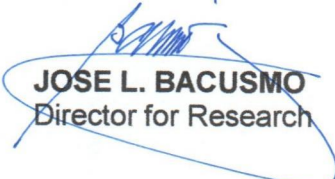
ADJECTIVAL RATING: **Outstanding**

Prepared by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_


  
**MARIA ELSA M. UMPAD**  
AO II

**ERLINDA A. VASQUEZ**  
Director

Recommending Approval: \_\_\_\_\_

  
**JOSE L. BACUSMO**  
Director for Research

Approved: \_\_\_\_\_

  
**OTHELLO B. CAPUNO**  
VP for Res., Ext., &  
Innovation


**"Exhibit B"**

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

I, Mikaela M. Gongora, of the PhilRootcrops commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August 16 to December 31, 2020.

  
**MIKAELA M. GONGORA**  
Ratee

Approved:

  
**ERLINDA A. VASQUEZ**  
Director

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>	
Extension services	Number of video materials produced	Prepare and produce video materials on PhilRootcrops technologies	3	8	5	5	5	5	
	Number of radio programs facilitated	Facilitate the radio program of PhilRootcrops in DYDC 104.7	15	16	4	5	5	4.67	
	Number of IEC materials produced	Produce IEC materials on PhilRootcrops technologies	5	10	5	5	5	5	
	Number of extension activities documented	Document and facilitate the extension activities of the center including face-to-face training in the different nearby barangays	10	12	5	5	4	4.67	
	Number of people reached on Facebook	Manage the social media account of PhilRootcrops	2,000	16,100	5	5	5	5	

<b>Total Over-all Rating</b>									
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<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		4.87
<b>ADJECTIVAL RATING</b>		Outstanding

**Comments & Recommendations for Development Purpose:**

*To pursue graduate studies and attend capability build-up trainings*

Evaluated & Rated by:

*Er Linda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director

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

Recommending Approval:

*Jose L. Bacusmo*  
JOSE L. BACUSMO  
Director for Research

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

Approved by:

*Othello B. Capuno*  
OTHELLO B. CAPUNO  
VP for Res, Ext & Innovation

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Mikaela M. Gongora

Position: Science Research Assistant

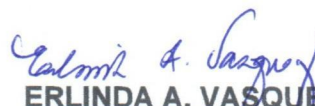
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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>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	4.63				

Overall recommendation : Outstanding

  
**ERLINDA A. VASQUEZ**  
 Printed Name and Signature  
 Head of Office




PERFORMANCE MONITORING & COACHING JOURNAL

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

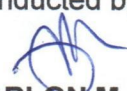
Name of Office: **PhilRootcrops**

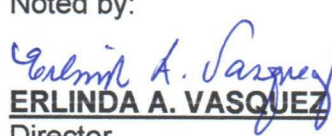
Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **Mikaela M. Gongora** 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <u>3<sup>rd</sup> Quarter / 4<sup>th</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding the production and dissemination of IEC materials and other assigned office activities.	Meeting with staff under the Extension Division	Memo to attend the meeting		All issues regarding the assigned office activities of the concerned staff were addressed.
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Advising the staff to strictly follow the COVID-19 health protocols  • As often as necessary	One-on-one coaching	Group coaching through meetings and group discussions.			Positive response to the coaching activity

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

Conducted by:  
  
**MARLON M. TAMBIS**  
 Immediate Supervisor

Noted by:  
  
**ERLINDA A. VASQUEZ**  
 Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKAELA M. GONGORA**

Performance Rating: \_\_\_\_\_

Aim: Production and Dissemination of PhilRootcrops' IEC materials

Proposed Interventions to Improve Performance:

Date: July 1, 2020

Target Date: Dec 31, 2020

First Step:

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- Meeting and coaching of staff to come up with procedures concerning the production and dissemination of PhilRootcrops' IEC materials
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

Result:

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Produced and disseminated comprehensive IEC materials to target clientele  
Awareness of COVID-19 and the corresponding health protocols

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Date: Jan 1, 2021

Target Date: June 30, 2021

Next Step:

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- Meeting and coaching of staff for the improvement of her previous assignment, setting up of new assignments and targets for the year
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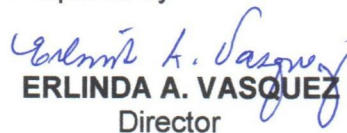
Outcome: Produced & disseminated IEC materials to target clientele

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
MIKAELA M. GONGORA  
Name of Ratee/Faculty/Staff