

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : **EDISIER A. NORIEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.570	70%	3.199
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.425
			4.624

TOTAL NUMERICAL RATING :	4.624
Add: Additional Approved Points, if any :	
TOTAL NUMERICAL RATING :	4.624
ADJECTIVAL RATING :	Outstanding

Prepared by:



EDISIER A. NORIEL
Name of Staff

Reviewed by:



ROMEL B. ARMECIN
Office Head

Recommending Approval:



MOISES NEIL V. SERINO
Director for Extension

Approved:



OTHELLO B. CAPUNO
VP for Research & Extension

Visayas State University
ECOLOGICAL FARM & RESOURCE MANAGEMENT INSTITUTE
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **EDISIER A. NORIEL**, Science Research Assistant of Ecological Farm & Resource Management Institute, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

Edisier A. Noriel
EDISIER A. NORIEL

Ratee
 Date: July 5, 2019

Romel B. Armejin
ROMEL B. ARMECIN

Unit Head

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 3.	Research Services									
	PI 2. Number of research outputs presented in regional/ national/int'l fora/conferences									
	<i>in institutional fora/conferences (In-house review)</i>		Prepares/reproduces paper for presentation	1	1	4	4	4	4	
			Prepares/consolidates project/study report for RDE In-house Review and Evaluation	1	1	4	4	4	4	
			Serves as facilitator during In-house Review, encode research outputs and evaluation	1	1	4.5	4.5	4.5	4.5	
			Assists/prepares PowerPoint presentations	1	1	4	4	4	4	
	PI 3. Number of research projects conducted and/or completed on schedule		Prepares/encodes research reports and budget	1	1	4.5	4.5	4.5	4.5	
MFO 4.	Extension/Production Services									
	Extension Activities									
	PI 1. Number of person-days trained weighted by length of training		Facilitates training / lecture; hands-on	130	210	5	5	5	5	
			Prepares Power Point presentation	2	2	4.5	4.5	4.5	4.5	
			Prepares logbook of attendance	1	1	4.5	4.5	4.5	4.5	
	PI 2. Number of IEC materials/ technoguides developed/used		Prepares/reproduces brochures and leaflets	2	4	5	5	5	5	
	PI 3. Number of IEC materials distributed		Distributes IEC materials to trainees, clients, etc.	75	150	5	5	5	5	

	Production Activities								
	PI 1. Production of vermicast (no. of bags)	Monitors production and selling of vermicast	120	150	5	5	5	5	
	PI 2. Production of IMO2	Produces IMO2 for rapid decomposition of substrates	0	20	5	5	5	5	
MFO 5.	Support to Operation (STO)								
	PI 1. Monthly production of vermitea	Produces and monitors production of vermitea	12	15	5	5	5	5	
	PI 2. Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	3	3	4	4	4	4	

Total Over-all Rating	Average rating (Total over-all rating divided by 4)	04/4
	Additional Points:	
	* Punctuality	
	* Approved Additional points (with copy of approval)	
	FINAL RATING	4.57
	ADJECTIVAL RATING	0

Comments and Recommendation for Development Purposes:

Recommended to attend
TM trainings

Evaluated and rated by:-

ROMEL B. ARMECIN
Unit Head

Date: _____

Recommending Approval:

MOISES NEIL V. SERINO
Director for Extension

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Date: _____

Approved:

OTHELLO E. CAPUNO
VP for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2019

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Employee: **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 Close supervision of various transport products		March 2019				
Coaching Management & Efficiency of field laborers		June 2019				

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

Conducted by:

Noted by:

[Signature]
ROMEL B. ARMECIN
 Immediate Supervisor

[Signature]
OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July - December 2018

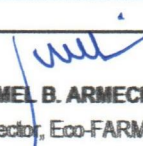
Name of Staff : **EDISIER A. NORIEL**Position : **Sci. Res. Assistant**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score					
B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score	57	12			
	Average Score	4.75				

Overall recommendation :


ROMEL B. ARMECIN
 Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee : EDISIER A. NORIEL
Performance Rating : _____

Aim: To improve his 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 2019 **Target Date:** within 2nd Quarter 2019

First Step:

Allow the SRA to attend seminars and symposium and other scientific forum regarding crop production.

Result:

Gained important knowledge to improve his ability in conducting experiments on crop production.

Date: April 2018 **Target Date:** within 2nd Quarter 2018

Next Step:

Compounded ideas and knowledge gained must be applied in vermicomposting and in conducting experiment on crop production.

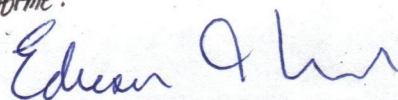
Outcome:

Act as Resource Person in vermicomposting/organic agriculture.
Ability to conduct field experiment on crop production will be enhanced.

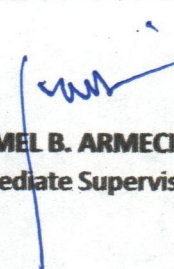
Final Step/Recommendation:

SRA must be involved more in conducting field experiments on crop production and act as a Resource Person on vermicomposting and organic agriculture.

Confirme:


EDISIER A. NORIEL
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Prepared by:


ROMEL B. ARMECHIN
Immediate Supervisor