



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: **JOVELYN G. JACOBE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.91	70%	3.437
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.937


TOTAL NUMERICAL RATING: **4.900**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.900**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JOVELYN G. JACOBE
Name of Staff

Reviewed by:


FELICIANO G. SINON
NARC, Director

Recommending Approval:


FELICIANO G. SINON
NARC, Director

Approved:


OTHELLO B. CAPUNO
Vice- President of R, E & I

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOB**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** commits to deliver to be rated on the attainment of the following targets in accordance with the indicated measures for the period **Jan 2020 to June 2020**.

Joelyn G. Jacob
JOVELYN G. JACOB
Ratee

Recommending Approval:

Luiz O. Moreno
LUZ O. MORENO
Project/Study Leader

Feliciano G. Sinon
Approved: **FELICIANO G. SINON**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and morphological properties	Characterizes accessions on their physical and morphological properties	4	6	5	5	5	5.00	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analyze	6	10	5	5	5	5.00	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyses data and select promising and accession	100	150	5	4	5	4.67	
	Number of reports prepared	Prepares research reports	1	2	5	4	5	4.67	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	2	5	5	5	5.00	
	No. of suckers inoculated		75	200	5	5	5	5.00	
	No. of cultures transferred and micropagated		400	500	5	5	5	5.00	
	No. of culture bottles/medium prepared		1750	2000	5	5	5	5.00	
	No. of liters of medium prepared and dispersed		150	200	5	5	5	5.00	
	No. of accessions inoculated		50	100	5	5	5	5.00	
	Prepared project PPMP		1	2	5	4	5	4.67	

Total Over-all Rating	(with copy of approval)							54.00	
	Ave. Rating (Total Over-all rating divided by				Comments & Recommendations for Development Purposes: Delivers effectively and usually on time. Performs tasks more than what is required of her. Recommended for regular position				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	FINAL RATING			4.91					
ADJECTIVAL RATING			OUTSTANDING						

Evaluated and Rated by:


FELICIANO G. SINON
 Director

Date: _____

Recommending Approval:


FELICIANO G. SINON
 Director

Date: _____

Approved by:


OTHELLO B. CAPUNO
 Vice-President

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **JOVELYN G. JACOB**E


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)								
1	No. of accessions characterized for fiber physical and chemical properties and <i>In vitro</i> conservation	4	By quarterly (as per harvest schedule)		6	Very Impressive	O	Delivers effectively and usually on time. Performs tasks more than what is required of her. Recommended for regular position
2	No. of fiber samples prepared for characterization and analysis	8	Mar., 2020	June 30, 2020	10	Very Impressive	O	
3	No. of hours spent in encoding, analyzing and consolidating	100	May. 15, 2020	June 30, 2020	150	Very Impressive	O	
4	No. of reports prepared	1	June 1, 2020	June 15, 2020	2	Very Impressive	O	
Others: (at least 10% of total tasks)								
5	No. of center-based committee membership assignments	1	As assigned		2	Very Impressive	O	
6	No. of suckers inoculated	75	Monthly		200	Very Impressive	O	
7	No. of cultures transferred and micropropagated	400	Monthly		500	Very Impressive	O	
8	No. of culture bottles/medium prepared	1750	Monthly		2000	Very Impressive	O	

9	No. of liters of medium prepared and dispensed	150	Monthly	200	Very Impressive	O	
10	No. of accessions inoculated	50	As per request	100	Very Impressive	O	
11	Prepared project PPMP	1	As schedule	2	Very Impressive	O	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LUZ O MORENO
 Study leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2020**

Name of Staff: **JOVELYN G. JACOB** 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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		55				

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		55				
Average Score		5.0				
OUTSTANDING						

Overall recommendation : Her performance exceeds her job requirements.
Recommended for regular position.


LUZ O. MORENO
Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOVELYN G. JACOB**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Prepare periodic plan of activities and targets on "fiber characterization (e.g. physical, chemical and pulping"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in the *in vitro* multiplication of abaca planting materials.

Outcome:

1. Efficient and effective research implementation.
2. Availability of tissue-cultured abaca planting materials.

Final Step/Recommendation:

Delivers effectively and usually on time. Performs tasks more than what is required of her. Recommended for regular position.

Prepared by:


LUZ O. MORENO
Project Leader