



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JUANITO F. POLIQUIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.42
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.68

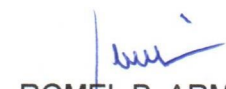
FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: Outstanding

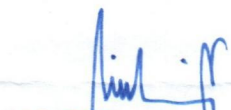
Prepared by:


JUANITO F. POLIQUIT
Name of Staff

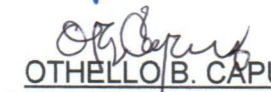
Reviewed by:


ROMEL B. ARMECIN
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean/Director

Approved:


OTHELLO B. CAPUNO
VP, Research & Extension

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUANITO F. POLIQUIT, Agricultural Technician of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2019.

Juanito F. Poliquit
JUANITO F. POLIQUIT
 Ratee

Rommel B. Armechin
ROMEL B. ARMECHIN
 Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 4	Extension Services	PI 1. No. of persons-days trained weighted by length of training	Acts as resource person of trainings requested by clients	4	6	Scopsa trainings in Samar, NF concoctions/ inputs in Siliago, So. Leyte, Series of trainings on IMO6 biofertilizer in Hilongos, Leyte, and organic vegetable production	✓	✓	✓	✓-0	
			Assigns and supervises activities of students under immersion program								
			Conducts technology briefing at eco-farm to requesting clients	6	8	Walk-incipients at the ecofarm & group of grade 7 students	✓	✓	✓	✓-0	
			Prepares/updates power point presentation for technology trainings/briefings	1	3	Slope stabilization technology, Biofertilizer production, and SRI	✓	✓	✓	✓-0	
			Translates existing IEC materials to local dialect	3 IEC materials	5 EIC materials	Vetiver Grass Technology, NFS Concoctions	✓	✓	✓	✓-0	
		PI 2. No. of IEC materials/ technoguides developed/ used	Distributes IEC materials to trainees, clients, etc.	200	225	Organic/NFS Concoctions & Biofertilizers	✓	✓	✓	✓-0	
		PI 3. No. of beneficiaries served	Provides technical assistance to extension communities	2 communities/ 40 members	6	LP Organic Farm, Merida BMMKFI, Day Care Center of Brgyd. Marcos, Pangasugan, Guadalupe, & Patag, Baybay City, Leyte	✓	✓	✓	✓-0	

		<u>PI 4:</u> No. of Extension projects conducted and/or completed on schedule								
		<u>PI 5:</u> No. of extension proposal submitted								
		<u>PI 6:</u> Percent of extension proposals approved								
		<u>PI 7:</u> Amount of extension money generated from institutional funding								
		<u>PI 8:</u> Additional outputs								
MFO 5	Support to operations	<u>PI 1:</u> No. of university seminars/ trainings/ conventions coordinated								
		<u>PI 2:</u> No. of in-house seminars/ trainings coordinated								
		<u>PI 3:</u> Amount of income generated from activity	Monitors sales of farm products	P60,000.00 per annum	P109,290.00 gross sales from July-Oct		4	4	4	40
		<u>PI 4:</u> Additional outputs								
MFO 6	General Admin. & Support	<u>PI 1:</u> No. of staff supervised and monitored	Supervises eco-farm workers daily	7 J.O. workers	7 J.O. workers		4	4	5	43
		<u>PI 2:</u> No. of mgt meetings conducted	Meets with farm laborer for work assignments	2 meetings/ mo.	2 meetings/ mo.		5	4	4	43
		<u>PI 3:</u> No. of letters/ memos issued								
		<u>PI 4:</u> No. of reports/ documents submitted	Prepares sales and inventory reports	6	6		4	4	4	40
		<u>PI 5:</u> No. of documents reviewed/ signed								
		<u>PI 6:</u> Amount of Funds generated outside VSU								
		<u>PI 7:</u> No. of IGP/STF's supervised								
		<u>PI 9:</u> Additional outputs								

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by ___)	46.6/50
	Additional Points:	
	* Punctuality	
	* Approved Additional points (with copy of approval)	
	FINAL RATING	46.6
	ADJECTIVAL RATING	0

Evaluated and rated by:

[Signature]

ROMEL B. ARMECIN

Unit Head

Recommending Approval:

[Signature]

MOISES NEIL V. SERIÑO

Director for Extension

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

Comments and Recommendations for Development Purposes:

Seek and attend additional relevant trainings as Ag. Tech.

Approved by:

[Signature]

OTHELLO B. CABUNO

VP for Research & Extension

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July-December 2019

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

Name of Employee: **JUANITO F. POLIQUIT**
Head of Office : **ROMEL B. ARMECIN**
Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Preparation and Submission of extension reports		July 2019				
Coaching Discussion on the enhancement of eco-farm		Sept 2019				

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

Conducted by:

[Signature]
ROMEL B. ARMECIN
Immediate Supervisor

Noted by:

[Signature]
OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: Juanito F. Poliquit Position: Agricultural Technician 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


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.



Total Score					
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	57				
Average Score	4.75				

Overall recommendation : _____


ROMEL B. ARMECIN
Head of Office

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2019

Name of Employee : JUANITO F. POLIQUIT
Performance Rating : _____

Aim: To enhance the knowledge and skills needed to perform as Agricultural Technician II;

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2019 **Target Date:** 3rd Quarter 2019

First Step:

Seek and attend trainings on organic farming technologies.

Take the NC III on organic farming.

Seek and attend trainings on JADAM technologies.

Result:

Attended some trainings and impart knowledge gained by serving as demonstrator.
or resource person on organic farming training in Region 8

Date: October 2019 **Target Date:** 4th Quarter 2019

Next Step:

Practice knowledge gained at demo farm and through extension service.

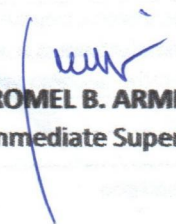
Outcome:

Improved quality of service to clients.

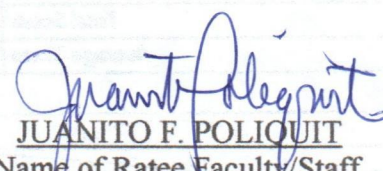
Final Step/Recommendation:

Keep updated on farming developments by attending more trainings.

Prepared by:


ROMEL B. ARMECIN
Immediate Supervisor

Conforme:


JUANITO F. POLIQUIT
Name of Ratee Faculty/Staff