



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

**Annex P**

Name of Administrative Staff: **Godoy, Federico P. Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.81	70%	3.37
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

**4.84**


ADJECTIVAL RATING:

**Outstanding**

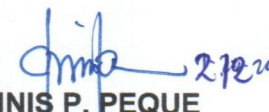
Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

  
**MARLON M. TAMBIS/ EDGARDO. TULIN**  
Assistant Director/ Director

Approved:

  
**DENNIS P. PEQUE**  
VP for Res., Ext., &  
Innovation

**"Exhibit B"**

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

I, **FEDERICO P. GODOY, JR.**, Science Aide of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period July 1, 2023 to December 31, 2023.

  
**FEDERICO P. GODOY, JR.**

Ratee

*2/2/24*

Approved:

 **MARLON M. TAMBIS / EDGARDO E. TULIN**

Asst. Director / 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>	
<b>Research Services</b>	No. of sweetpotato planted for trials	To plant sweetpotato parents planted for the Polycross Breeding Nursery	10	15	5	5	5	5	
		To conduct trials	2	5	5	4	4	4.33	
		To plant number of sweetpotato varieties for production	4	8	5	5	5	5	
		To plant seedling for single plant trial	300	400	5	5	5	5	
	No. of reports submitted	To Submit research reports	3	6	5	4	5	4.67	
		To collect seeds	450	6000	5	5	5	5	

Other duties	Land area planted in support Cassava Production	Total land area planted	400sqm	450sqm	5	5	4	4.7	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		4.81
ADJECTIVAL RATING		Outstanding

to attend capability build-up training in relation to the conduct of research.

Evaluated & Rated by:

  
**EDGARDO E. TULIN**  
 Director

  
**MARLON M. TAMBIS**  
 Assistant Director

Date: 2/8/24

Date: 2/8/24

Approved by:

  
**DENNIS P. PEQUE**  
 VP. Research for Extension and Innovation

Date: 2/12/24

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Federico P. Godoy

Position: Science Aide

**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		4.41				

Overall recommendation : \_\_\_\_\_


 2-8-24  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
 Assistant Director/Director

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	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: EDGARDO E. TULIN

Name of Faculty/Staff: FEDERICO P. GODOY, JR.

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

SIGNATURE: 


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
A. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, field workers for immediate issues and concerns			Problems and concerns were addressed
B. Report writing	One on one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual In-House reports
<b>Coaching</b>					
A. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
B. Proposal writing	One on one sharing of ideas for future proposal				submission of proposals for review and approval

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

Prepared/Conducted by:



**DILBERTO O. FERRAREN**

Immediate Supervisor 

Noted by:



**EDGARDO E. TULIN**

Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Federico P. Godoy

Signature: 

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

Aim: To assist and help the project leader on the development of new sweetpotato varieties

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: Dec. 31, 2023

First Step:

- 
- Coordination with project leader for specific tasks and project activities
  - To develop sweet potato genotype with high yield and good eating or processing and quality
  - Meeting with field workers regarding propagation of sweet potato planting materials to meet the demands of stakeholders especially the farmers
  - Conduct sweetpotato trials; single row, double row trial and supervision on the re-establishment and maintenance of sweetpotato polycross breeding nursery
  - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports
  - Observation of field worker safety and quality of work
- 

Result:

- 
- By the end of the third quarter, the sweet potato polycross breeding nursery re-established. Catered the needs and concerns of walk-in clients regarding sweetpotato planting materials not only the research community but also other agencies and other regions
- 

Date: January 1, 2024

Target Date: July 31, 2024

Next Step:

- 
- Continue in maintaining the sweetpotato polycross breeding nursery, collection of seeds, weeding, fertilizer application and spraying.
  - Continue in maintaining the sweetpotato evaluation trials by weeding hilling-up and under brushing the area
  - Continue planting the new F1 seeds of selected sweetpotato parent materials result of sweet potato breeding.
- 


Outcome:

- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers' association and sweetpotato industries for the need of good quality planting materials.

Final Step/Recommendation:

To maintain the production of good quality sweetpotato planting materials.

Prepared by:

  
**EDGARDO E. TULIN**  
Unit Head