



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ROLAND Q. TAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by: [Signature]

ROLAND Q. TAN
Name of Staff

Reviewed by: [Signature]

ROMMEL M. GARRIDO Jr.
Department/Office Head

Recommending Approval:

Approved: [Signature]

VICTOR B. ASIO
Dean/Director

MARIA JULIET C. GENIZA
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROLAND Q. TAN, of the Department of Plant Breeding and Genetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2020.


ROLAND Q. TAN

Ratee

Approved:


ROMMEL M. GARRIDO Jr.

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administrati on Services	No. of corn propagated	Mass propagation of corn	1,600	3,000	5	5	5	5	
	No. of planting materials prepared	Preparation of Planting Materials	1,600	3,000	5	5	5	5	
	Maintain the cleanliness of the area	Care and Maintenance of planting area such as watering and weeding	800	1,600	5	5	4	4 6 6	
	Harvested the corn	Harvesting husking, shelling and sun drying of corn	2,000	3,500	5	5	4	4 6 6	
	Participate in the University-wide Alay Linis in the University	Do other task assign by the supervisor	1,000	2,000	5	5	5	5	

Total Over-all Rating	24.32							
Average Rating (Total Over-all rating divided by 4)		4.86						
Additional Points:								
Approved Additional points (with copy of approval)								
FINAL RATING		4.86						
ADJECTIVAL RATING		Outstanding						

Comments & Recommendations for Development Purpose:
 He is hardworking and can work independently and delivers quality output on time. Works harmonizely with co-workers

Evaluated & Rated by:

Approved by:

ROMMEL M. GARRIDO Jr.
 Dept/Unit Head

Date: _____

Recommending Approval:

VICTOR B. ASIO
 Dean/Director

Date: _____

MARIA JULIET C. CENIZA
 Vice President, Research, Extension and Innovation

Date: _____

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