



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Gregorio D. Daga, Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.58	70%	3.21
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

MARIA ELSA M. UMPAD
Administrative Officer II

ERLINDA A. VASQUEZ
Director


Approved:

OTHELLO B. CAPUNO
Vice President

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.

EXHIBIT B


GREGORIO D. DAGA JR.
RATEE

LISA I. ARCE
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	Q2	Q3	Q4	
Research service	Number of hybridized genotypes of cassava	1. Monitored the field stand of the cassava 2. Supervised field worker's activities needed prior to the conduct of breeding (weeding and sanitation, fertilizer application) 3. Conducted breeding of promising cassava genotypes	16	16	3	5	5	4.33	
	Number of evaluated progenies of cassava in the NCT trials	1. Assisted in the establishment of the experimental area 2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties 2. Performed HCN analysis using Picric method 3. Read and interprets results	12	12	3	5	5	4.33	
	Number of cassava seeds collected	1. Monitored the field stand of cassava at the 2 breeding block located at Brgy Caventan, Ormoc City and PhilRootcrops experimental area at Brgy. Pangasugan 2. Collected matured seeds of cassava 3. Processed the collected seeds of cassava for proper storage 4. Supervised field workers activities prior to the collection of seeds (weeding and sanitation)	900	2186	4	5	5	4.66	
	Analyzed data for NSIC reports	1. Tabulation of Data Gathered 2. Assisted in the analysis of consolidated data	2	2	3	5	5	4.33	

	Land area (Hectare) devoted to propagation of new genotypes and associated cultural management	1. Supervised establishment of the experimental area 2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Supervised fieldworkers in the field maintenance of all propagated varieties	2	2.5	4	5	5	4.67
	Quarterly, semi-annual annual reports and annual reports for in-house-review	1. Made reports on the progress and development of the different experiments conducted	2	2	4	5	5	4.67
Extension Services	Number of distributed clean planting materials (cutting)	1. Entertained walk in clientele asking for planting materials 2. Supervised distribution of clean planting materials 3. Keep intensive record of distributed planting materials and recipients	5,000	10,500	4	5	5	4.67
Other duties needed by the center	Number of contact hours devoted for putting up exhibit and entertain walk-in-clientele and serve as resource person to different trainings related to	1. Assisted in putting up exhibit 2. Entertained walk-in clientele asking for cassava 3. Assists and served as resource person in the	50	70	5	5	5	5
Total Rating								

Average Rating (Total Over-all rating divided by 4)
Additional points
Punctuality
Approved Additional points (with copy of approval)
FINAL RATING
ADJECTIVAL RATING

4.58	
4.58	
Very Satisfactory	

Evaluated and Rated by:

ERLINDA A. VASQUEZ
ERLINDA A. VASQUEZ
Dept./Unit Head
Date _____

Recommending Approval:

JOSE L. BACUSMO
JOSE L. BACUSMO
Director for Research
Date _____

Approved by:

OTHELLO B. CAPUNO
OTHELLO B. CAPUNO
VP in Res. And Ext'n
Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period Jan – June 2019

Name of Staff: **Gregorio D. Daga, Jr.** 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 improvement of his work accomplishment.	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1

Total Score		57/12 = 4.75				
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						
Average Score						

Overall recommendation : Outstanding

Gerlando A. Pasquero
Name of Head

PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office: PhilRootcrops
 Head of Office: Erlinda A. Vasquez
 Name of Faculty: Gregorio D. Daga Jr.

Signature:  Date: 12-28-19

Activity Monitoring					Remarks
	Meeting		MEMO	Other (pls.Specify)	
	One-on-One	Group			
Monitoring					
A. Research project meetings	One-on-one discussion with project leader and constant follow-up of activities	Special meeting with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were addressed
B. Report	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-charge reports
Coaching					
A. On-going project	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				Assist in making of proposal and submission for review and approval

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

Prepared by/conducted by:



LISA I. ARCE
 Immediate Supervisor

Verified by:



ERLINDA A. VASQUEZ
 Next Higher Supervisor

CC: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN**Name of Employee:** Gregorio D. Daga Jr.Signature: **Performance Rating:****Aim:** To assist and help the project leader on the development of new cassava varieties

Propose Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step

- Coordination with project leader for specific tasks and project activities
- Selection of cassava varieties through evaluation specifically those with high dry matter content, resistant to pest and diseases, good sensory quality and high yield potentials
- Meeting with field workers regarding maintenance and propagation of cassava planting materials to meet the demands of farmers and clients.
- Constant supervision on the re-establishment and maintenance of breeding nursery and cassava trails
- 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 at work

Result:

- By the end of second quarter, breeding nursey, cassava trials and propagation plot of cassava varieties were established.
- Catered the needs and concerns of walk-in clients regarding cassava planting materials to farmers and other agencies, including the research community in the regions.

Date: July 2019

Target Date: December 2019

Next Step:

- Continue in the evaluation of cassava genotypes and maintenance of cassava nursery through weeding, fertilizer application, irrigating and other maintenance activities
- Continue planting the new set of selected cassava seeds as a result of breeding.

Outcome:

- Served SUC's, LGU's, government agencies, NGOs, individual farmers and farmer's association including research community of VSU for the need of good quality corn and planting materials.

Final Step/recommendation:

- To maintain the production of good quality cassava planting materials
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Prepared by:


ERLINDA A. VASQUEZ
 Director