



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JUANITO F. POLIQUIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.670	70%	3.269
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.600	30%	1.380
TOTAL NUMERICAL RATING			4.649

TOTAL NUMERICAL RATING: 4.649

Add: Additional Approved Points, if any
TOTAL NUMERICAL RATING: 4.649

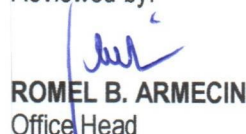
FINAL NUMERICAL RATING 4.649

ADJECTIVAL RATING: Outstanding

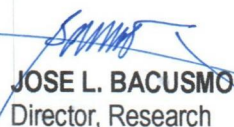
Prepared by:


JUANITO F. POLIQUIT
Name of Staff

Reviewed by:


ROMEL B. ARMECIN
Office Head

Recommending Approval:


JOSE L. BACUSMO
Director, Research


Approved:



OTHELLO B. CAPUNO
Vice President, RDE

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUANITO F. POLIQUIT, an Agricultural Technician of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 2020 to June 2020.


JUANITO F. POLIQUIT
 Ratee
 Date:

Approved: 
ROMEL B. ARMECIN
 Unit Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 4. EXTENSION SERVICES										
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of beneficiaries/communities served	Maintains technical assistance to extension communities	2	2	4	5	5	4.67	
		No. of IEC materials/technoguides used	Improvement of technoguides used (translated to Bisaya and	4	6	5	4	5	4.67	
		No. of video clips on preparation of concoction developed		1	1	4	5	5	4.67	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	20 clients with zero complaint	30 clients with zero complaint	5	5	5	5	
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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
Total Score						

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		79				
Average Score		4.6				

Overall recommendation : _____


ROMEL B. ARMECIN

Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2020

√	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 of natural farming concoctions and formulation of organic feeds		January 4, 2020				
Coaching Conduct of bi-monthly meetings with farm workers and close supervision of the rehabilitation of protected structure for organic vegetable production		Every 1st and 3rd Friday of the month				

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

Conducted by:

ROMEL B. ARMECIN
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January- June 2020

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

Aim: To be updated on developments on natural/organic farming and be able to continually impart updates to clients.

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

Date: January 2020 Target Date: within 1st Quarter 2020

First Step:

Seek new developments on natural /organic farming practices.

Result:

Practice gained new developments on natural/organic farming at the eco-farm.

Date: within 1st Quarter 2020 Target Date: 2nd Quarter 2020

Next Step:

Impart the practiced new developments on natural/organic farming to clients including the Eco-FARMI extension communities in Merida and Matag-ob, Leyte

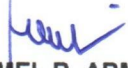
Outcome:

Sustained extension service to clients.

Final Step/Recommendation:

Keep updated on natural/organic farming through trainings or phone call consultation to experts.

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme:


JUANITO F. POLIQUIT
Name of Ratee