

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : **EDISIER A. NORIEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.650	70%	3.255
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.330	30%	1.299
			4.554

TOTAL NUMERICAL RATING : 4.554  
Add: Additional Approved Points, if any : \_\_\_\_\_  
TOTAL NUMERICAL RATING : 4.554  
ADJECTIVAL RATING : Very Satisfactory

Prepared by:


**EDISIER A. NORIEL**

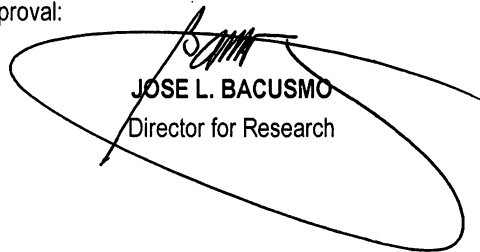
Name of Staff

Reviewed by:


**ROMEL B. ARMECIN**

Office Head

Recommending Approval:


**JOSE L. BACUSMO**

Director for Research


**EFREN B. SAZ**

Director for Extension

Approved:


**OTHELLO B. CAPUNO**

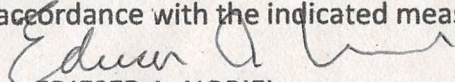
VP for Research &amp; Extension

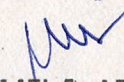


**“Exhibit B”**

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

I, EDIESER A. NORIEL, of the Eco-Farm & Resource Management Institute commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018

  
EDIESER A. NORIEL  
 Ratee

Approved:   
ROMEL E. ARMECIN  
 Head of Unit

MFO& PAPs	Success Indicators	Target	Actual Accomplishments		Rating				Remarks
			% Accomplishments as of Dec 2015	Details of Accomplishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of research implemented	1	100	1	4.5	4.5	4.5	4.5	
	Number of quarterly accomplishment report for each study submitted	2	100	2	4.5	4.5	4.5	4.5	
	Number of collaborative research conducted	1	100	1	4.5	4.5	4.5	4.5	
Extension Services	No. of communities provided with technical expert services	3	200	5	5.0	5.0	5.0	5.0	
	No. of person-days training conducted	70	114	75	4.7	4.7	4.7	4.7	
	Number of new IEC materials developed	1	100	1	4.5	4.5	4.5	4.5	
	Number of IEC materials distributed	90	116	105	5.0	5.0	5.0	5.0	
Production Services	Amount of income generated	90,000	111	100,000	5.0	5.0	5.0	5.0	
	Expansion of vermiculture: no of beds	2	100	2	4.5	4.5	4.5	4.5	
Support Services	Monthly OF/Vermitea production/sales and other accomplishment report	6	100	6	4.5	4.5	4.5	4.5	
	Development of area for vegetable garden	200 sq.m.	100	200 sq. m.	4.5	4.5	4.5	4.5	

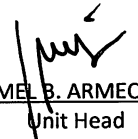


Average Rating (Total Over-all rating divided by 4)		51.2/11
Additional Points:		
Punctuality	N/A	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.65
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

Needs relevant training related to vermicomposting and organic fertilizer production

Evaluated and Rated by:

  
ROMEL B. ARMECIN  
 Unit Head

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

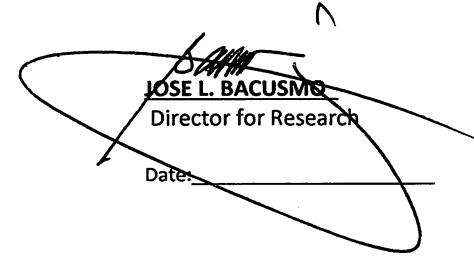
- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Recommending Approval:

  
EREN B. SAZ  
 Director for Extension

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

Recommending Approval:

  
JOSE L. BACUSMO  
 Director for Research

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

Approved by:

  
OTHELLO B. CAPUNO  
 VP for Research & Extension

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

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:     JANUARY - JUNE 2018    

Name of Staff:     EDISIER A. NORIEL     Position:     Science Research Assistant    

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

<b>A. Commitment (both for subordinates and supervisors)</b>	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	$52/12 = 4.33$				
<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					

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


  
**ROMEL B. ARMECIN**  
 Director, Eo-FARMI

Exhibit G

**PERFORMANCE MONITORING & COACHING JOURNAL**

Rating Period: January to June 2018

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : EDIESER A. NORIEL

Head of Office : ROMEL B. ARMECIN


Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> Field activities		Jan. 8, 2018			
		March 15, 2018			
<b>Coaching</b> Consultation	May 15, 2018				

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

Conducted by:

Noted by:

  
ROMEL B. ARMECIN  
 Immediate Supervisor

  
OTHELLO B. CAPUNO  
 Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO

## PERFORMANCE MONITORING FORM


January to June 2018

Name of Employee : EDIESER A. NORIEL

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Conduct/implement researches.	Number of research implemented	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
2	Submit quarterly accomplishment report.	Number of quarterly accomplishment report for each study submitted	March & June	March & June	March & June	Very Satisfactory	Very Satisfactory	
3	Conduct collaborative research.	Number of collaborative research conducted	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
4	Provide communities with technical expert services.	No. of communities provided with technical expert services	January 2018	April 2018	June 2018	Very Satisfactory	Very Satisfactory	
5	Conduct trainings.	No. of person-days training conducted	January 2018	May 2018	June 2018	Very Satisfactory	Very Satisfactory	
6	Develop new IEC materials.	Number of new IEC materials developed	April 2018	April 2018	June 2018	Very Satisfactory	Very Satisfactory	
7	Distribute IEC materials.	Number of IEC materials distributed	February 2018	April 2018	April 2018	Very Satisfactory	Very Satisfactory	
8	Translate existing IEC materials to local dialect.	Number of existing IEC material translated to local dialect	January 2018	January	May 2018	Very Satisfactory	Very Satisfactory	
	Generate income from the project.	Amount of income generated	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
	Expand the vermiculture beds.	Expansion of vermiculture: no of beds	February 2018	May 2018	June 2018	Very Satisfactory	Very Satisfactory	
9	Submit quarterly accomplishment report.	Monthly OF/Vermitea production/sales and other accomplishment report	March & June	March & June	March & June	Very Satisfactory	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

  
**ROMEL B. ARMEJIN**  
 Director

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: January - June 2018**

Name of Employee : EDISIER A. NORIEL  
Performance Rating : \_\_\_\_\_

**Aim:** To improve his knowledge in conducting field experiments in crop production.

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

**Date:** January 2018 **Target Date:** 1st Quarter

**First Step:**  
\* Allow him to attend seminars and symposium and other scientific forum regarding crop production.

**Result:**  
\* Gained important knowledge to improve his ability in conducting experiments on crop production.

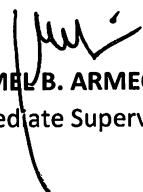
**Date:** April 2018 **Target Date:** 2nd Quarter

**Next Step:**  
\* Compounded ideas and knowledge gained must be applied in conducting field experiment on crop production.

**Outcome:**  
\* Ability to conduct field experiment on crop production will be enhanced.

**Final Step/Recommendation:**  
\* He must be involved more in conducting field experiments on crop production

Prepared by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor

Confirme:   
EDISIER A. NORIEL  
Ratee