



Annex P

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

Name of Administrative Staff: FERNANDO BOLASTIG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.78</b>

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

EMELIA S. PAUSANOS  
Name of Staff

Reviewed by:

DEEJAY M. LUMANAO  
Department/Office Head

Recommending Approval:

SUZETTE B. LINA  
Dean/Director

Approved:


ROTACIO S. GRAVOSO  
Vice President




**“Exhibit B”**

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

I, BOLASTIG, FERNANDO, of the Department of Soil Science commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period JULY 1, 2024 to DECEMBER 31, 2024.

  
**FERNANDO BOLASTIG**  
 Farm Worker II  
 Date: 1/3/25

Approved by:   
**DEEJAY M. LUMANAO**  
 Department Head  
 Date: 1/3/25


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments July to December	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ADMINISTRATIVE SUPPORT SERVICES (ASS)</b>	No. of rice varieties planted & maintained	Undertake farm operation related to instruction, research, extension and production activities	2	1	3	5	5	4.3	
	No. of corn varieties plant & maintained		2	1	3	5	5	4.3	
	No. of perennial crops planted or maintained		5	37	5	5	5	5	
	No. of legumes crops planted & maintained		2	1	3	5	5	4.3	
	No. of production projects maintained		1	1	5	5	5	5	
	No. of annual crops planted & maintained		25	10	3	5	5	4.3	
	Quantity of rice seed processed (kg)		250	700	5	5	5	5	
	Quantity of legume seeds processed (kg)		50	150	5	5	5	5	
	Quantity of corn seeds processed (kg)		4	200	5	5	5	5	
	No. of laboratory classes assisted		2	13	5	5	5	5	
	No. of areas to be maintained		1	3	5	5	5	5	

	No. of irrigation canal to be maintained	4	2	3	5	5	4.3	
<b>Total Over-all Rating</b>							<b>56.5</b>	


<b>Average Rating (Total Over-all Rating divided by 4)</b>		<b>4.71</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.71</b>
<b>ADJECTIVAL RATING</b>		<b>Very satisfactory</b>

**Comments & Recommendations for Development Purpose:**  
Aim for outstanding performance. Recommended to attend trainings related to farming.

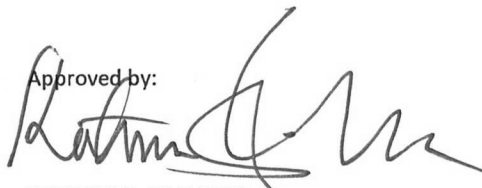
Evaluated & Rated by:

  
**DEEJAY M. LUMANA O**  
Dept/Unit Head  
Date: 11/3/25

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean, CAFS  
Date: 11/10/25

Approved by:

  
**ROTACIO S. GRAVOSO**  
Vice President  
Date: 11/16/25

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

## 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: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Preparation of Teaching Materials		X (DSS meeting)			Improved a lot already
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
<b>Coaching</b>					
<ul style="list-style-type: none"><li>- Root cause analysis</li><li>- Identifying corrective action</li><li>- Making of OBE-Syllabus</li></ul>		Group meeting			

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

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fernando Bolastig

Performance Rating: Very Satisfactory

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: Dec 2024

First Step:

To exercise the actual farm planning and operations with the supervision of Field Services Coordinator (FSC).

Result:

He was able to manage the farm independently.

Date: January 2025 Target Date: June 2025

Next Step:


Continue to manage the farm with less supervision of FSC. He should be exposed and observed to other field operations in other units

Outcome: When time and condition permit, scout for trainings and seminars outside the university related to the field functions.


Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administrations approval and possible funding will be prepared.

Prepared by:

  
DEEJAY M. LUMANAO  
Unit Head

Conforme:

  
FERNANDO D. BOLASTIG  
DSS Staff



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period:

Name of Staff: FERNANDO BOLASTIG Position: FARM WORKER II

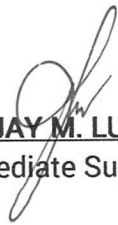
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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 ( <i>both for subordinates and supervisors</i> )		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	492				
<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	82.0				
Average Score	4.82				
Overall recommendation:					

  
**DEEJAY M. LUMANAO**  
 Immediate Supervisor