



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Estoy, Lucenita S.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.75	70%	3.33
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
Total Numerical Rating			4.78

TOTAL NUMERICAL RATING: **4.78**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING **4.78**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**MARIA ELSA M. UMPAD**  
AO II

Reviewed by:

**ERLINDA A. VASQUEZ**  
Director

Approved:

**OTHELLO B. CAPUNO**  
VP for R&E

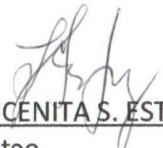
*Vision: A globally competitive university for science, technology, and environmental conservation*

*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*


**“Exhibit B”**

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

I, LUCENITA S. ESTOY, of PhilRootcrops 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 1, 2019 to June 30, 2019.

  
LUCENITA S. ESTOY  
Ratee

Approved:

  
JULIE D. TAN  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	Q <sup>4</sup>	
<b>Research Services</b>	<ul style="list-style-type: none"> <li>Number of root crop-based food products produced</li> <li>Process fresh and dried cassava grates for the different cassava products</li> <li>Number of samples analyzed</li> <li>Number of equipment maintained</li> </ul>	<ul style="list-style-type: none"> <li>Production of root crop-based food products for commercialization</li> </ul>	23,000 pcs	23,230 pcs	✓	✓	✓	✓	
		- cassava cookies	30 rolls	30 rolls					
		- cassava espasol	500 pcs	550 pcs					
		- pitsi-pitsi	30 bottles	40 bottles					
		- tarroz wine	250 pcs	250 pcs					
		- macaroons	40 kls	40 kls					
		• Production of dried cassava grates	20 kls	30 kls					
		• Production of frozen fresh cassava grates							
		• Analyze food samples	20 1	20 1					
		• Maintain equipment	150 hours	150					

	<ul style="list-style-type: none"> <li>Number of hours devoted to cleaning the laboratory, materials and utensils used</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning the laboratory, materials and utensils used.</li> </ul>							
<b>Extension Services</b>	Number of rootcrop-based processing trainings conducted and other extension activities.	<ul style="list-style-type: none"> <li>Resource person</li> <li>Assist in the extension activities sponsored by the center</li> </ul>	4 1	4 1	5	5	5	5	
<b>Production Services (Resource Generation)</b>	Amount of income generated from the processed root crop-based food products	Generate income	PhP30,000	PhP68,396 - total Sales 78,670 - Stf deposit 11,579 - collectibles	5	5	4	4.67	
<b>Other duties needed by the center</b>	<p>Number of contact hours devoted for preparing food products to be served to visitors of the center and entertain walk-in clientele</p> <p>Availability of raw materials and ingredients for processing and packaging of food products</p> <p>Prepare billings for accounts collectible</p>	<p>Prepare root crop-based food products and entertain walk-in clientele</p> <p>Contact root crop production personnel for the source of different root crops needed for processing</p> <p>Purchase ingredients for food products processing</p> <p>Billings and vouchers for accounts collectible are prepared and submitted</p>	<p>10</p> <p>Raw materials and ingredients are available for processing different food products</p> <p>Collection of payments for accounts collectible</p>	<p>10</p> <p>Raw materials and ingredients are available for processing different root crop-based food products.</p> <p>Accounts payable are collected and deposited 14,562 - old accounts collected</p>	5	4	4	4.33	





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 – June 30, 2019

Name of Staff: Lucenita S. Estoy Position: Sci Res. 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

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	4.83				
<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	4.83				

Overall recommendation : Outstanding

  
**ERLINDA A. VASQUEZ**  
 Director

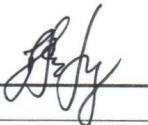
PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: ERLINDA A. VASQUEZ

Name of Faculty/Staff: LUCENITA S. ESTOY


Signature:  Date: Nov. 23, 2019


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> A. Monitoring of production, research, extension activities  B. Book keeping	One on One discussion with staffabout, a.)training schedules b.)availability of products Monthly audit of sales and expenses	c.)important activity of VSU that concerns the lab and its other staff			Collectibles need to be billed and paid
<b>Coaching</b> A. Product development and purchases	One on One planning with staff on a.)probable new products b.) identification and purchasing of new production equipment				

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

Prepared/Conducted by:

Verified by:

  
JULIE D. TAN  
Immediate Supervisor

  
ERLINDA A. VASQUEZ  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lucenita S. Estoy  
Performance Rating: Outstanding

Signature: 

Aim: To develop and produce food products from rootcrops, and train potential technology adopters

Proposed Interventions to Improve Performance:

Date: January, 2019 Target Date: June, 2019

First Step:

- Production of root crop-based food products for commercialization
- Analyze food samples
- Maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center

Result:

- Produced cassava cookies, cassava espasol, pitsi-pitsi, tarroz wine, and macaroons
- Generated a total of Php 68,396.00 in sales
- A resource person to four (4) food processing trainings within and outside the center

Date: July 2019 Target Date: December 2019

Next Step:

- Continue production of root crop-based food products
- Developed a new cassava food product, cassava salvaro
- Continue to maintain cleanliness of laboratory, equipment, and utensils
- Assist in the extension activities sponsored by the center


Outcome:

- Produced rootcrop products throughout the year and generated income to purchase new equipment
- Served as resource person to different trainings within and outside the center

Final Step/Recommendation:

- Develop new products
- Utilize income generated to purchase more equipment to aid in faster production

Prepared by:

  
ERLINDA A. VASQUEZ  
Unit Head