

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Loreto, Dale P..

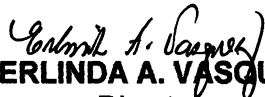
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.51	70%	3.16
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.55	30%	1.37
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DALE P. LORETO, of the 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, 2018 to June 30, 2018.

DALE P. LORETO

Ratee

Approved:

ALAN B. LORETO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of Online Database Developed for Rootcrops Germplasm Database: • Sweetpoato • Cassava Maintenance of Database	• Designed a Database for Sweetpotato, Cassava	3	5	4	5	5	4.67	
		• Layout the Database for Sweetpotato, Cassava	3	5	5	4	5	4.67	
		• Encode the data into the Database	140	230	4	4	4	4	
		• Updating of Database	5	11	5	4	5	4.67	
	Number of GIS Maps Developed for GIS research	• Encode the data	15	30	5	5	4	4.67	
		• Process the data into the GIS	10	25	5	4	4	4.33	
			15	35					
		• Layout the Maps			5	4	5	4.67	
		• Convert the output map to image file for presentation	20	45	5	5	5	5	
		• Taking aerial photos/videos of VSU campus & other research area using UAV/drone technology	5	10	4	5	5	4.67	
Extension Services	Number of Multimedia developed for Rootcrops Technology	• Process the data using the PIX4D mapper software	5	12	5	4	4	4.33	
		• Designed a Multimedia for Rootcrops technology	3	6	4	5	5	4.67	
		• Layout the Multimedia and							

		encode the source code	3	6					
		• Encode the data	3	7	5	5	5	5	
		• Test/run the Multimedia	5	8	5	4	4	4.33	
		• Update the Multimedia.	5	8	5	4	4	4.33	
Administrative Services	Developed and Maintain PhilRootcrops Website	• Developed home page			4	4	4	4	
		• Gather information and encode the data	6	12					
		• Upload the latest article to the web	8	14	4	4	5	4.33	
		• Upload images	10	17	5	4	4	4.33	
		• Update the webpage	12	18	4	4	4	4	
	Number of computer units maintain and computer related equipments	• LAN installation and configuration of pc for network.	5	10	5	5	5	5	
		• Troubleshoot of LAN connection	5	12	5	5	5	5	
		• Troubleshoot and repair hardware and software problems of computers	6	10	5	4	4	4.33	
		• Assemble computer pc's and install software and updates	3	7	4	5	4	4.33	
		• Register computer MAC Addresses for internet connection	6	15	5	5	5	5	
		• Provide computer specifications and accessories	5	8	5	4	4	4.33	
		• Provide email address	1	2	4	4	5	4.33	
	Developed email address for the Center								

	Desktop Publication <ul style="list-style-type: none"> Number of Poster Designed 	<ul style="list-style-type: none"> Poster layout developed 	3	8	5	4	4	4.33	
Total Over-all Rating									4.57

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

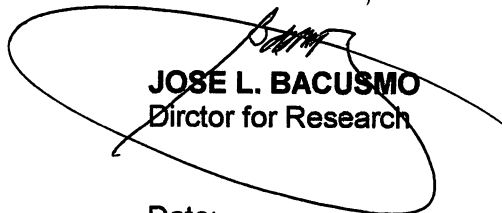
Comments & Recommendations for Development Purpose: To attend trainings related to computer database maintenance Computer hardware repair and maintenance
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Evaluated and Rated by:


ERLINDA A. VASQUEZ
 Director

Date: _____

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
 Vice President for Research and Extension

Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Dale P. Loreto Position: Sci.Res. Asst.

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		51				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	9.55				

Overall recommendation : _____

Enrik A. Saavedra
Name of Head


PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

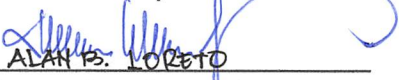
Name of Personnel: Dale P. Loreto



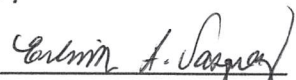
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project progress / other tasks assigned e.g. database maintenance	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives
Coaching	Coaching through one-on-one discussion on proper database management Coaching on project development based on feedbacks from project evaluators / critiques	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives

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

Conducted by:


ALAN P. LORETO
Immediate Supervisor

Noted by:


Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DALE P. LORETO
Performance Rating: Very Satisfactory

Aim: To assist the project leader in research activities that involves mapping using GIS and databasing.

Proposed Interventions to Improve Performance:
Self-study and attend workshops on crop modeling.

Date: Jan 2018 Target Date: Jun 2018

First Step:

- Participate in the experiential learning workshops on GIS modeling

Result:

- Gained knowledge on general concepts in using GIS for modeling
- Was able to use MaxEnt software for crop occurrence

Date: Jan 2018 Target Date: Jun 2018

Next Step:

- Attend workshops and trainings on crop modeling

Outcome: Was able to use QGIS and ArcGIS in modeling specifically on vulnerability assessment.

Final Step/Recommendation:

- Attend some more trainings and workshops to enhance knowledge on crop modeling.

Prepared by:

Er Linda A. Vasquez
ERLINDA A. VASQUEZ
Unit Head