



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Abogadie, Enrique B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.67	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.66**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:



JOSE L. BACUSMO
Director for Research

Approved:

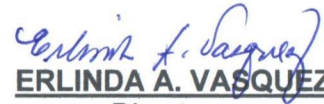

OTHELLO B. CAPUNO
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Enrique B. Abogadie, 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 July 1, 2020 to December 30, 2020.


ENRIQUE B. ABOGADIE
 Ratee

Approved:


ERLINDA A. VASQUEZ
 Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of Sweetpotato accessions characterized	<ul style="list-style-type: none"> Assist in characterization of sweetpotato accessions 	30	35	4	5	4	4.33	
	Number of sp recommended varieties propagated	<ul style="list-style-type: none"> Assist in the planting of sp recommended varieties 	30	35					
Major Activities	Number of repairs made of different divisions/sections in the center	Supervised in the renovations, repairs and maintenance of PhilRootcrops building complex							
		<ul style="list-style-type: none"> Repair of comfort rooms, faucets, damaged ceilings, windows, roofs etc 	8	8	4	5	5	4.67	
		<ul style="list-style-type: none"> Repainting the roofs and the inside and outside the PRCRTC building complex 	10	10					
	Number of laborers supervised	<ul style="list-style-type: none"> Supervised the carpenter, welder and mason of the assigned job 	4	4					

[illegible]

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		outstanding

Comments & Recommendations for Development Purpose: Prepare MR's for turn-over to Property Office as to the next in line personnel

Evaluated & Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Dept/Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP in Research, Extension and Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Enrique B. Abogadie

Position: 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

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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					
Average Score	4.63				

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

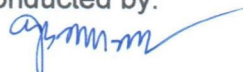
Name of Personnel: **Enrique B. Abogadie**



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e.g. vehicle maintenance, building maintenance, project activities	Meeting with staff under the Administrative Division Meeting with persons concerned especially with personnel raising the negative feedback			Negative feedback from concerned personnel were addressed Building and related vehicle activities / maintenance were addressed
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development activities such as trainings offered by the University Advising the staff to strictly follow the COVID-19 health protocols <i>As often as necessary</i>	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

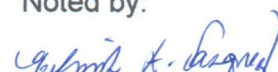
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA ELSA M. UMPAD
Immediate Supervisor

Noted by:



ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ENRIQUE B. ABOGADIE**Performance Rating: Outstanding

Aim: To service all requests related to vehicle including building and other PhilRootcrops facilities maintenance

To preserve sweetpotato germplasm in the field

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: Dec 30, 2020

First Step:

Meeting and coaching of staff regarding his targets and outline different strategies for the attainment of such targets.

Result:

- Trip tickets facilitated and vehicles dispatched on time
- PhilRootcrops vehicles maintained
- On-going renovation of the different facilities of PhilRootcrops
- SP germplasm maintained

Date: Jan 1, 2021Target Date: June 30, 2021

Next Step:

- Periodic monitoring of the assigned jobs
- Continue with the renovation activities
- Facilitates trip tickets and dispatch vehicles on time
- Maintenance of the service vehicles

Outcome:

Final Step/Recommendation:

To maintain performance and or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend capability build-up trainings that will enhance individual skills; health and wellness and stress management.

To check and inventory MRs in preparation for retirement.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:



Name of Ratee Faculty/Staff