

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Dioscoro M. Bolatete Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
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**

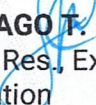
Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer
12/2/24

Reviewed by:


MARLON M. TAMBIS/ ALAN B. LORETO
Assistant Director/ Director
12/3/24

Approved:



SANTIAGO T. PEÑA JR.
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, DIOSCORO M. BOLATETE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures

for the period Jan 1, 2024 to June 30, 2024


DIOSCORO M. BOLATETE, JR
RATEE 12/2/24

APPROVED: 
MARLON M. TAMBIS
ASST. DIRECTOR 12/3/24


ALAN B. LORETO
DIRECTOR 12/3/24

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACT UAL	Rating				REMARKS
					Q1	E2	T3	A4	
Research Support Services	Number of field survey, monitoring and maintenance based on PhilRootcrops Land Use Map and its utilization of all experimental sites	To survey, supervise, monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for industry	12	24	5	5	5	5	
	Number of consultation with the RA/project leaders and monitoring of all activities related to its project in relation to land area utilization	Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production	12	15	5	5	4	4.5	
		Implementation of proper cultural management practices for Rootcrops to showcase better crop stand and yield results	4	5	5	5	4	4.5	
		To provide updates of the progress and outcome of production activities	6	6	4	4	4	4	


[illegible]


Average Rating (Total Over-all rating divided by 4)	4.74	
Additional points		
Approved Additional points (with copy of approval)		
FINAL RATING	4.74	
ADJECTIVAL RATING	outstanding	

Comments and Recommendations for
Developmental Purposes


to attend capability build-up
trainings in relation to the conduct of
research.

Evaluated and Rated by:



ALAB B. LORETO
Director
Date: _____


MARLON M. TAMBIS
Asst. Director
Date: _____

Recommending Approval:


IVY C. EMNACE
Director for Research
Date: 12/9/24

Approved by:


SANTIAGO T. PEÑA, JR
VP for Research and Ext'n
Date: 12/9/24

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

"Exhibit G"

X	1 st	Q U A R T E R
X	2 nd	

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: **PHILROOTCROPS**

Head of Office: **Alan B. Loreto**

Asst. Head of Office: **Marlon M. Tambis**

Name of Faculty/Staff: **DIOSCORO M. BOLATETE, JR**


Signature: _____ Date: _____

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
Monitoring 1st Quarter 2nd Quarter <ul style="list-style-type: none"> Monitoring of the assigned activities 	One on one discussion with the concerned staff re: feedback from other personnel and visitors on the assigned activities Checking the accomplishments of the assigned tasks e.g. reports, trainings etc	Meeting with the project leader, staff and field workers for immediate issues and concerns Regular monthly meeting with the PRDC members			Issues, problems and concerns were addressed properly Office procedures were properly followed Reports submitted on time
Coaching Coaching of project staff/laborer on the proper procedure in doing the assigned tasks	One-on-one coaching One on one planning and scheduling of monthly activities with supervisor	Group coaching through meetings and even in group discussions Brainstorming			Positive response to the coaching activity, Laid out

Encouraging the project staff/laborer to attend meetings, related learning and development activities <ul style="list-style-type: none"> • <i>As often as necessary</i> 	One on one sharing of ideas	g activities Regular monthly PRDC meetings with the members			plan and schedule of activities negative feedback on the assigned office activity were immediately addressed
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Prepared/Conducted by:


Marlon M. Tambis
Asst. Director


Alan B. Loreto
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dioscoro M. Bolatete Jr.

Signature: 8

Performance Rating: _____

Aim: To assist and help the supervisor/director on the development of center programs and related activities.

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: Dec 2024

First Step:

-
- Coordination with project leader, consultation with the RA/project leaders for specific tasks and project activities.
 - Monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for processing and industry
 - spearhead the development, maintenance and full utilization of learning site for research and production of rootcrop and related activities
 - Assist in the extension project of the center.
 - Observation of field worker safety and quality of work.
-

Result:

- By the end of the second quarter, whole experimental area was fully utilized by the project.
 - Maintained orderly and cleanliness of the whole experimental area
 - Maintained the Philrootcrops learning site and plan its full potential
 - Implemented task assigned by the extension program leader
 - Catered the needs and concerns of walk-in clients regarding planting materials not only the research community but also other agencies and farmers from other regions.
-

Date: Jan 2025

Target Date: Jun 2025

Next Step:

-
- Continue in maintaining the experimental area by implementing regular monitoring and cleanliness
 - Implement some tangible projects in the learning site
 - Continue establishing some activities related to the production and extension
-

project of the center

Outcome:

- Served the research community of VSU and other SUC's, LGUs, government agencies, NGOs, individual farmers and farmers' association in promoting rootcrop and help the industries as a whole
-

Final Step/Recommendation:

To maintain the whole experimental area, learning site and continue serving stakeholders in-order to promote rootcrops.

Conforme:

Prepared by:


DIOSCORO M. BOLATETE, JR

Name of Ratee Faculty/Staff


MARLON M. TAMBIS/ALAN B. LORETO

Asst. Director/Director



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Dioscoro M. Bolatete Jr.

Position: Senior Agriculturist

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					
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					
Overall recommendation:					


ALAN B. LORETO
 Director