



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

**Annex P**

Name of Administrative Staff: **Godoy, Federico P. Jr**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.82	70%	3.37
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
<b>TOTAL NUMERICAL RATING</b>			<b>4.71</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

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

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.71**

ADJECTIVAL RATING: **Outstanding**

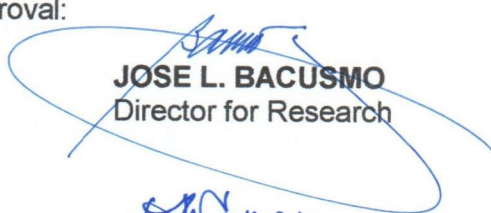
Prepared by: \_\_\_\_\_

  
**MARIA ELSA M. UMPAD**  
AO II

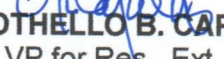
Reviewed by: \_\_\_\_\_

  
**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, **FEDERICO P. GODOY JR.** 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 - Dec. 2020

**FEDERICO P. GODOY JR.**

Ratee

Approved:

**JOSE L. BACUSMO**  
Project leader

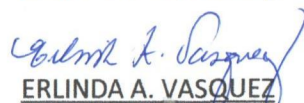
MFO/PAPS	Success Indicators	Task Assigned	Target	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Research	1. No. of SP parents planted for the Polycross Breeding Nursery	A. Sweet potato polycross (parents- orange-flesh color )	10	12	5	5	5	5	
		B. Sweet potato polycross (parents- purple flesh color)	10	10	4	5	5	4.67	
	2. No. of seeds stored	No. of seeds stored	4,800	5,200	5	5	5	5	
	3. No. of trials conducted	• Single plant	2	2	4	5	5	4.67	
		• Single row yield trial	2	2	4	5	5	4.67	
		• Double row yield trial	2	2	4	5	5	4.67	
	4. No. of sweet potato varieties planted	• As source of tubers and planting material activities	8	10	5	5	5	5	
	5. No of reports submitted	• Writing of reports	5	5	5	4	5	4.67	
	Other Duties								
	1. Total land area planted In support to Cassava chippy project.	• Assisted in the processing of fresh cassava for grates	2,500 m <sup>2</sup> allotted for cassava planting	3,000sqm.	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)		4.817
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations  
for Development Purpose:

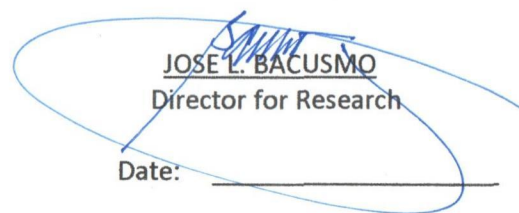
To attend build up  
capability.

Evaluated & Rated by:

  
ERLINDA A. VASQUEZ  
Dept/Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
JOSE L. BACUSMO  
Director for Research

Date: \_\_\_\_\_

Approved by:

  
OTHELLO B. CARUNO  
VP, Research & Extension

Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Federico P. Godoy

Position: Science Aide

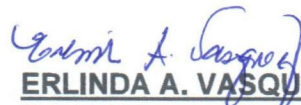
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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>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	4.45				

Overall recommendation : Very Satisfactory

  
**ERLINDA A. VASQUEZ**  
 Printed Name and Signature  
 Head of Office



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez

Name of Faculty/Staff: FEDERICO P. GODOY JR.

Signature: 

Date: \_\_\_\_\_


Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
C. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, & field workers for immediate issues and concerns			Problems and concerns were addressed
D. Report writing	One on one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual In-House reports
<b>Coaching</b>					
C. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
D. Proposal writing	One on one sharing of ideas for future proposal				Submission of proposals for review and approval

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

Prepared/Conducted by:

Verified by:

  
**JOSE L. BACUSMO**  
Immediate Supervisor

  
**ERLINDA A. VASQUEZ**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Federico P. Godoy Jr.

Signature: \_\_\_\_\_

**Performance Rating:**

Aim: To assist and help the project leader on the development of new sweetpotato varieties.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

- 
- Coordination with project leader for specific tasks and project activities.
  - Selection of sweetpotato varieties through analyses specifically tubers with high yield and good eating and processing qualities.
  - Meeting with field workers regarding propagation of sweetpotato planting materials in order to meet the demands of farmers.
  - Conduct sweetpotato trials- single row, double row and supervising the labor force in the establishment and maintenance of sweetpotato polycross breeding nurseries.
  - Prompt preparation of purchase requests (office and field supplies),
  - Preparation of reports.
  - Observance of field safety and good production practices in the field for every worker.
- 

Result:

- 
- By the end of the third quarter, the sweetpotato polycross breeding nurseries have been established. Catered to the needs and concerns of walk-in clients regarding sweetpotato planting materials especially the research community, farmers, and other interested clients in the regions.
- 

Date: July 2020

Target Date: December 2020

Next Step:

- 
- Continue in maintaining the sweetpotato polycross breeding nursery, as well as collection of seeds.
  - Continue in maintaining the sweetpotato evaluation trials by weeding, hilling-up and under brushing of the whole area.
  - Continue planting seeds of F1's sweetpotato parent materials.
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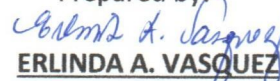
Outcome:

- 
- Selected F1's for further evaluation trials.
  - Served the research community, other SUC's, LGUs, NGOs, individual farmers and farmers' association and sweetpotato industries for the need of good quality planting materials.
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Final Step/Recommendation:

To maintain the production of good quality sweetpotato planting materials.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
 Unit Head