


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.60	70%	3.22
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.39
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
Vice President

I, FEDERICO P. GODOY JR., of the PhilRoatCropscmmits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.

FEDERICO P. GODOY JR.

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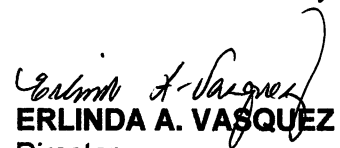
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MFO/PAPs	Success Indicators	RESEARCH SERVICES
Task Assigned	Target	Actual
1. No. of SP parents planted for the Polycross Breeding Nursery	A. Sweet potato polycross (parents - orange-flesh color) B. Sweet potato polycross (parents - purple flesh color)	12 10
2. No. of seeds stored	No. of seeds stored	4 2,500
3. No. of trials conducted	• Single plant • Single row yield trial • Double row yield trial	2 1 2 2 5
4. No. of sweet potato varieties planted	• As source of tubers and planting material • Display fresh sp tubers and cuttings during VSU anniversary activities	4 6 2 2 5
		Q1
		E2
		T3
		A4
		Remarks

Other Duties	1. Total land area planted In support to Pinoy fries and Cassava chippy project	<ul style="list-style-type: none">• For SP pinoy fries• Sp fries• Cassava chippy	2 1,000 m2 500 m2	3 1,000 m2 500 m2	5 5 5	5 5 5	4 5 4	4 4 4	
	2. No. of hours devoted to supervision of laborers during processing of cassava grates/chips.	<ul style="list-style-type: none">• To assist/supervise a laborer during processing	5	8	4	4	4	4	
	3. No. of reports submitted	<ul style="list-style-type: none">• Writing of reports	3	4	5	5	5	4	
COACHING /TOURNAMENT MANAGER	1. No. of hours devoted to train and coach male varsity students in volleyball	<ul style="list-style-type: none">• To train/coach VSU varsity students	8 hrs.	30hrs.	5	5	5	5	
		<ul style="list-style-type: none">• Act as a tournament manager during VSU faculty & staff sports feast.	15hrs	20hrs.	5	5	5	5	
TOTAL OVERALL RATING					4.60				

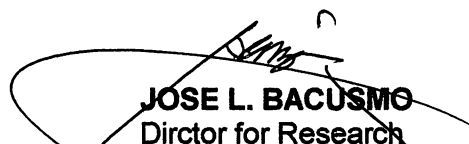
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points		To attend trainings on project proposal
FINAL RATING		preparation, statistical analyses and
ADJECTIVAL RATING	Outstanding	new techniques in plant breeding.

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: Federico P. Godoy Jr. Position: Sci. Res. 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 improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	5	(4)	3	2	1
Total Score		51/11				
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	4.64				

Overall recommendation : _____

Edmir H. Sarguay
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez


Name of Faculty/Staff: FEDERICO P. GODOY JR. Signature:  Date: 1-27-18

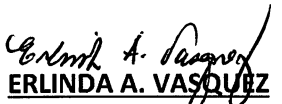
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
Monitoring					
A. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Special meetings with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were addressed
B. 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
Coaching					
A. On-going project	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
B. 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: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step:

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- Coordination with project leader for specific tasks and project activities.
 - Selection of sweet potato varieties through field screening for high yield and good eating qualities.
 - Planting of selected F1's in the field for preliminary, general, and advanced yield trials.
 - Meeting with field workers regarding sweet potato planting materials propagation to meet the demands of interested individuals especially the farmers.
 - Constant supervision on the re-establishment and maintenance of sweet potato polycross and field trials.
 - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
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Result:

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- By the end of the second quarter, the sweet potato polycross was established.
 - Field evaluation of selected F1's completed.
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Date: July 2018

Target Date: December 2018

Next Step:

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- Continue in maintaining the sweet potato polycrosss breeding nursery.
 - Collection of seeds from the polycross breeding nurseries.
 - Continue in maintaining the field set-up for the different yield trials.
 - Propagation of recommended sweet potato varieties for distribution to interested clients.
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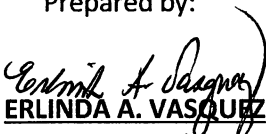
Outcome:

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- Served the research community of VSU and other SUC's, LGUs, government agencies, and NGOs, for the need of good quality planting materials.
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Final Step/Recommendation:

To maintain the sweet potato polyross nurseries for breeding purposes and continue production of good quality sweet potato planting materials.

Prepared by:


ERLINDA A. VASQUEZ
Unit Head