



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

**Annex P**

Name of Administrative Staff: **Bahandi, John S.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.70	70%	3.29
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<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:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

  
**MARLON M. TAMBIS/ EDGARDO. TULIN**  
Assistant Director/ Director

Approved:


  
**DENNIS P. PEQUE**  
VP for Res., Ext., &  
Innovation

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **JOHN BAHANDI**, 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 01, 2023 to December 31, 2023.

  
**JOHN S. BAHANDI**  
 Ratee

Approved:

  
**DILBERTO O. FERRAREN**  
 PROJECT LEADER

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of Sweetpotato accessions characterized	• Assist in characterization of sweetpotato accessions	50	50	5	4	4	4-33	
		• Assist in the planning of sp recommended varieties	37	37	5	5	4	4-47	
	Number of sp recommended varieties propagated	• Supervise the establishment of experimental area	2	2	5	4	4	4-33	
		• Supervise laborers in the field maintenance of all registered varieties and accessions	3	3	5	5	4	4-47	
	Increase land area dedicated for sweetpotato germplasm enhancement	• Planting, weeding, fertilizer application, and harvesting of propagated varieties.	37	37	5	5	5	5	
		• Varietal improvement of sweetpotato (conduct of	700	700	5	5	5	5	



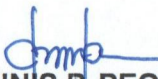




**Comments & Recommendations  
for Development Purpose:**

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

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:	Recommending Approval:	Approved by:
 <b>EDGARDO E. TULIN</b>	 <b>MARLON M. TAMBIS</b>	 <b>DENNIS P. PEQUE</b>
Director, PhilRootcrops	Assistant Director, PhilRootcrops	VP in Research, Extension and Innovation
Date: <u>2/8/24</u>	Date: <u>2/8/24</u>	Date: <u>2/12/24</u>

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: John S. Bahandi

Position: Science Research 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	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	4.73				

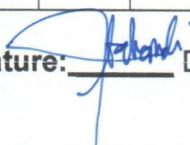
Overall recommendation : \_\_\_\_\_


  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
 Assistant Director/Director *2/8/24*

PERFORMANCE MONITORING & COACHING JOURNAL


X	1 <sup>ST</sup>	Q U A R T E R
X	2 <sup>ND</sup>	
X	3 <sup>RD</sup>	
X	4 <sup>TH</sup>	

Name of Office: **PhilRootcrops**  
 Head of Office: **Marlon M. Tambis**  
 Name of Personnel: **John S. Bahandi**

Signature:  Date: Jan.10, 2023

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
<b>Monitoring</b>  <u>3<sup>rd</sup> Quarter</u> <u>4<sup>th</sup> Quarter</u>  a. Monitoring of the assigned office Activities  b. Report writing	One-on-one discussion with project leader and constant follow-up of activities  One on one discussion to draft progress and annual reports	Special meetings with the project leader, staff and field workers for immediate issues and concerns  Consolidation of data for completion of quarterly and annual reports		Problems and concerns were addressed  Submission of quarterly and semi-annual reports	
<b>Coaching</b>  On-going project	One-on-one planning and scheduling of monthly activities with supervisor			Laid out plan and schedule of activities of the project	

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

Conducted by:   
**DILBERTO O. FERARREN**  
 Immediate Supervisor

Verified by:  1-22-24  
**EDGARDO E. TULIN**  
 Director

cc: OVPI

ODAHRD

PRPEO



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **JOHN S. BAHANDI**

Performance Rating: \_\_\_\_\_

Aim: To preserve sweetpotato germplasm in the field.

## Proposed Interventions to Improve Performance

Date: Jul. 01, 2023Target Date: Dec. 31, 2023

## First Step:

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- Coordination with project leader for specific tasks and project activities.
  - Selection of sweetpotato varieties/accessions through analyses specifically those with high yield and disease resistance characters.
  - Meeting with field workers regarding propagation of sweetpotato planting materials to meet the demands of stakeholders especially the farmers.
  - Constant supervision on the re-establishment and maintenance of sweetpotato germplasm collection.
  - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
  - Observation of field worker safety and quality of work.

## Result:

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- Land preparation of the areas was already scheduled and has already coordinated with the land preparation incharge for another set up.
  - Recharacterized 50 sweetpotato accessions using RCBD experimental set-up.
  - Selected 6 sweetpotato genotypes among the 700 sp individuals from the single plant selection.
  - Facilitated summer practicum/field immersion of agriculture students with regards to germplasm management.
  - Participated in the restoration of the National Cooperative Trial (NCT) of Philippines major rootcrops.
  - The six (6) selected sp genotypes are currently under propagation to amass enough planting slips for the set-up of the single row yield trial.
  - Catered the needs and concerns of walk-in clients regarding sweetpotato planting materials not only to the research community but also other agencies and farmers from other regions.

Date: January 2024

Target Date: December 2024

## Next Step:

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- Conduct a general observation trial (RCBD) of another batch of 50 sweetpotato accessions. Data gathered will be used for the efficient selection of breeding stocks in the future breeding program.
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- Set-up single row yield trial of the six selected sp genotypes for further evaluation of their individual performance.
  - Continue in maintaining the sweetpotato germplasm collection and sweetpotato breeding blocks through weeding, fertilization application, and hilling up.
  - Sowing of new batch of collected sweetpotato hybrid seeds as a product of sp breeding.
  - Continue sharing the importance of germplasm diversity and management to aspiring agriculture students here at the university
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#### Outcome

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- Serve the research community of VSU and other SUC's, LGUs, and small farmers in need for sweetpotato planting materials.
  - Mass recharacterization of sweetpotato accessions will facilitate for the efficient parental selection in the sweetpotato varietal improvement program.
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#### Final step/ Recommendation

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- Intimate knowledge of sweetpotato accessions which will be used as fundamental guidelines in the establishment of sweetpotato breeding program.
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Prepared by:

 2-8-24  
**EDGARDO E. TULIN**  
Director, PhilRootcrops

 2-8-24  
**MARLON M. TAMBIS**  
Assistant Director,  
PhilRootcrops

Conforme:

 2/7/24  
**JOHN S. BAHANDI**  
Name of Ratee/Faculty/Staff