PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE
Visca Baybay City, Leyte 6521-A, Philippines
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VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Loreto, Dale P.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.36
		TOTAL NUMERICAL RATING	**4.75**

TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING   4.75

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

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 205

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>DALE P. LORETO</u>, of the <u>PhilRootcrops</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January 1, 2020</u> to <u>June 30, 2020</u>.

DALE P. LORETO
Ratee

Approved:

ALAN B. LORETO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
Research Services	Number of Online Database Developed for Rootcrops Germplasm Database:	• Designed a Database for Sweetpotato, Cassava	3	5	5	4	5	4.67	
	• Sweetpoato	• Layout the Database for Sweetpotato , Cassava	3	5	5	4	5	4.67	
	• Cassava	• Encode the data into the Database	180	250	5	5	5	5	
	Maintenance of Database	• Updating of Database	7	15	5	5	5	5	
	Number of GIS Maps Developed for GIS research	• Encode the data	15	30	5	5	4	4.67	
		• Process the data into the GIS	15	30	5	5	5	5	
		• Layout the Maps	25	45	5	5	5	5	
		• Convert the output map to image file for presentation	25	45	5	5	5	5	
		• Taking aerial photos/videos of VSU campus & other research area using UAV/drone technology	7	17	5	5	4	4.67	
		• Process the data using the PIX4D mapper software	7	17	5	4	5	4.67	
Extension	Number of Multimedia developed	• Designed a Multimedia for	3	5	5	4	5	4.67	

Services	for Rootcrops Technology	Rootcrops technology							
		• Layout the Multimedia and encode the source code	3	5	5	5	5	5	
		• Encode the data	3	6	5	5	5	5	
		• Test/run the Multimedia	6	8	5	4	5	4.67	
		• Update the Multimedia.	6	8	5	5	4	4.67	
Administrative Services	Developed and Maintain PhilRootcrops Website	• Developed home page							
		• Gather information and encode the data	6	10	5	5	5	5	
		• Upload the latest article to the web	8	13	5	5	5	5	
		• Upload images	10	16	5	5	5	5	
		• Update the webpage	12	15	5	5	5	5	
	Number of computer units maintain and computer related equipments	• LAN installation and configuration of pc for network.	5	7	5	5	5	5	
		• Troubleshoot of LAN connection	5	8	5	4	5	4.67	
		• Troubleshoot and repair hardware and software problems of computers	6	7	4	5	5	5	
		• Assemble computer pc's and install software and updates	3	5	5	4	5	4.67	
		• Register computer MAC Addresses for internet connection	6	11	5	5	5	5	
	Developed email address for the Center	• Provide computer specifications and accessories	5	7	5	4	5	4.67	

			2	3	5	4	5	4.67	
	Desktop Publication • Number of Poster Designed	• Provide email address							
		• Poster layout developed	3	4	5	4	5	4.57	
Total Over-all Rating									4.84

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

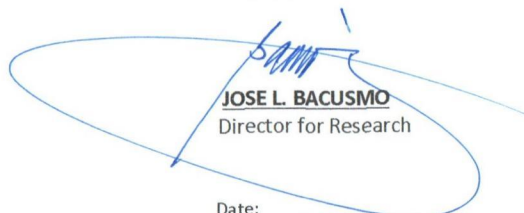**Comments & Recommendations for Development Purpose:**

To hone skills in data management

Evaluated & Rated by:

ERLINDA A. VASQUEZ
Dept./ Unit Head

Date:_____

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Date:_____

Approved by:

OTHELLO B. CAPUNO
VP, Research & Extension

Date:_____

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

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION
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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020
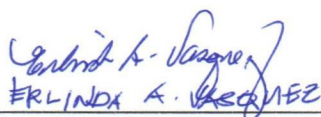Name of Staff: Loreto, Dale P. Position: Science Res. Asst.

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 staffdelivers 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-routinereports 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

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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	4.54				

Overall recommendation : _Very Satisfactory_

ERLINDA A. VASQUEZ
ERLINDA A. VASQUEZ
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

(QUARTER)

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Dale P. Loreto
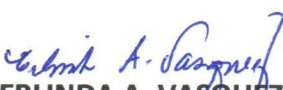
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project progress / other tasks assigned e.g. database maintenance	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives
Coaching	Coaching through one-on-one discussion on the assigned tasks Coaching on project development based on feedbacks from project evaluators / critiques	Staff meetings under the Division			Project progress / accomplishments within the desired project objectives

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

Conducted by:

ALAN B. LORETO
Project Leader

Noted:

ERLINDA A. VASQUEZ
Director

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DALE P. LORETO**

Performance Rating: **Outstanding**

Aim: To maintain the computer database laboratory
         To assist project leader in the conduct of his project

Proposed Interventions to Improve Performance:

Date: January 1, 2020   Target Date: June 30, 2020

First Step:

      Maintains the computer data base laboratory
      Maintains computers at the Center
      Attends trainings in relation to database management
      Assists project leader in the conduct of the project

Result:

- Well maintained computer database laboratory
- Maintained the office computers
- Attended capability build-up trainings

Date: July 1, 2020   Target Date: Dec 31, 2020

Next Step:

      Continue the implementation of research projects
      Attends capability build-up trainings

Outcome: Well maintained and protected database
             Well maintained computer hardwares
             Research projects implemented

Final Step/Recommendation:

- To maintain performance and or exceed the current performance
- To attend capability build-up trainings

Prepared by:

ERLINDA A. VASQUEZ
Director

Conforme:

_____
Name of Ratee / Faculty/Staff