



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Gongora, Mikaela M.**

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	4.73	30%	1.42
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.64**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


PRECILA D. CONTERO
AO

Reviewed by:


LISA I. ARCE/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mikaela M. Gongora, 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 January 1 to June 30, 2021.


MIKAELA M. GONGORA
Ratee

Approved: 
LISA I. ARCE
Assistant Director


EDGARDO E. TULIN
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Extension services	Number of video materials produced	Prepare and produce video materials on PhilRootcrops technologies	3	3	5	4	5	4.67	
	Number of radio programs facilitated	Facilitate the radio program of PhilRootcrops in DYDC 104.7 FM	15	21	5	5	5	5	
	Number of IEC materials produced	Produce IEC materials on PhilRootcrops technologies	3	1	3	4	4	3.66	
	Number of extension activities documented	Document and facilitate the extension activities of the center both actual and virtual	5	8	5	5	5	5	

	Number of people catered on PhilRootcrops's digital platforms	Manage the social media account and website of PhilRootcrops	300	491	4	5	5	4.67	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.6
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To pursue graduate studies and attend capability build-up trainings.

Evaluated and Rated by:


EDGARDO E. TULIN
 Director



LISA LARCE
 Asst. Director

Date: _____

Date: _____

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

Recommending Approval


ROSA OPHELIA D. VELARDE
 Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
 VP for Research and Extension

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Mikaela M. Gongora

Position: Science Research Assistant

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. 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	4.73				

Overall recommendation : Outstanding


LISA LARCE/EDGARDO E. TULIN
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**


Head of Office: **Dr. Edgardo E. Tulin**

Name of Personnel: **Mikaela M. Gongora**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>1st Quarter /</u> <u>2nd Quarter</u> a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding the promotion of PhilRootcrops' technologies and other assigned office activities.	Meeting with staff under the Extension Division	Memo to attend the meeting		Developed strategic approaches to promote PhilRootcrops' technologies amidst the pandemic
Coaching Coaching of staff on the proper procedure in doing the assigned tasks Advising the staff to strictly follow the COVID-19 health protocols • As often as necessary	One-on-one coaching	Group coaching through meetings and group discussions			Positive response to the coaching activity

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

Conducted by:


MARLON M. TAMBIS
 Immediate Supervisor

Noted by:


LISA I. ARCE
 Assistant Director


EDGARDO E. TULIN
 Director

EMPLOYEE DEVELOPMENT PLANName of Employee: **MIKAELA M. GONGORA**Performance Rating: Outstanding

Aim: Promotion of PhilRootcrops' Technologies for Development

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021Target Date: June 30, 2021

First Step:

Meeting and coaching of staff to come up with strategic interventions and approaches concerning the promotion of PhilRootcrops' technologies for development amidst the pandemic.

Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols.

Result:

- Cascaded various rootcrops technologies to concerned stakeholders including the farmers.
- Awareness of COVID-19 and the corresponding health protocols.

Date: July 1, 2021Target Date: Dec 31, 2021

Next Step:

- Meeting and coaching of staff for the improvement of her previous tasks as well as setting up new assignments and targets for the year.

Outcome: Cascaded various rootcrops technologies to target clientele

Final Step/Recommendation:

To maintain performance and or exceed the current performance.

To attend capability build-up trainings that will enhance individual skills; health and wellness and stress management.

Prepared by:


LISA I. ARCE/EDGARDO E. TULIN
Asst. Director/Director

Conforme:


Name of Ratee /Faculty/Staff