

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: Gumama, Analyn M.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	3.92	70%	2.74
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.39
TOTAL NUMERICAL RATING			4.13

TOTAL NUMERICAL RATING: 4.13  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.13

ADJECTIVAL RATING: Very Satisfactory

Prepared by:  
  
MARIA ELSA M. UMPAD  
Administrative Officer

Reviewed by:  
  
ERLINDA A. VASQUEZ  
Director

Approved:  
  
OTHELLO B. CAPUNO  
Vice President

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

I, ANALYN M. GUMAMA., of 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 March 1, 2018 to June 31, 2018.

*an*  
ANALYN M. GUMAMA  
Ratee


Approved: *[Signature]*  
NESTOR L. PIDO  
Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Research Services	Number of maintained yam accessions in the germplasm	To assist in the maintenance of the yam germplasm collection <ul style="list-style-type: none"> <li>• Monitor filed stand of the collection</li> <li>• Supervised laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm</li> <li>• Maintained proper labeling of each accessions</li> </ul>	364 accessions	364 accessions	4	3	3	3.33	
	Number of contact hours involved in the field and storehouse maintenance of the yam germplasm collection and in yam recollecting activities	<ul style="list-style-type: none"> <li>• To prepare field lay-outs for field workers</li> <li>• Maintain yam varieties for regional trial</li> <li>• To assist in the recollection activities of the germplasm</li> </ul>	704 hours	880 hours	4	4	3	3.67	

		<ul style="list-style-type: none"> <li>To maintain materials collected from outside of the station</li> <li>Supervise and manage field in maintaining cleanliness and orderliness of yam germplasm collection</li> </ul>							
	Number of data set encoded and performed statistical analysis	<ul style="list-style-type: none"> <li>To gather data on yam in the regional trial and other Experiment</li> <li>To encode data in the computer and perform statistical analysis</li> </ul>	15 data sheets	15 data sheets	4	4	3	3.57	
	Total weight of Yam dispose to clients	<ul style="list-style-type: none"> <li>Separate Marketable tubers from non-marketable tubers</li> <li>Discard wounded and rotten tubers</li> </ul>	100kgs for Ubi and 10kgs for Tugui	157kgs. for ubi & 12kgs. for tugui	4	4	4	4	
	Number of laborers supervised	Supervised laborers in the establishment and maintenance activities of experiments/trials	3 laborers	6 laborers	4	4	4	4	

Extension Services	Number of walk-in clients served	<ul style="list-style-type: none"> <li>Entertained and provided information to various clients with regards to yam production technology</li> </ul>	10 walk-in clients (Farmers, student, LGU's and NGO's)	15 walk-in clients (Farmers, students and NGO's)	4	4	<del>4</del>	4.33	
	Number of contact hours devoted to other duties assigned by the Project Leader	<ul style="list-style-type: none"> <li>Assisted in the putting up of exhibits during anniversaries and other activities of the Center</li> </ul>	48 hours	72 hours	4	4	5	4.33	
Other Services	Number of hours devoted to cleaning of laboratory and office room	<ul style="list-style-type: none"> <li>Cleaning of office and laboratory room including apparatus and equipment</li> </ul>	24 hours	48 hours	4	4	4	4.	
Total Over-all Rating									3.92
	Average Rating (Total Over-all Rating divided by 4)				Comments and Recommendations for Development Purposes:  To go on further studies To improve job performance through attendance to trainings				
	Additional Points:								
	Punctuality								
	Approved Additional Points (with copy of approval)								
	FINAL RATING								
	ADJECTIVAL RATING		Very Satisfactory						

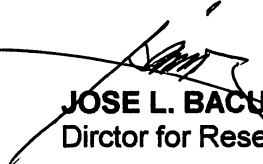
Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
Director

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

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
Vice President for Research and Extension

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Analyn M. Gurama Position: Sci. Res. Asst.

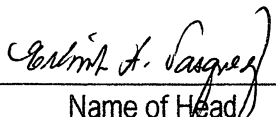
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The 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 : \_\_\_\_\_

  
\_\_\_\_\_  
Name of Head

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: Erlinda A. Vasquez

Name of Faculty/Staff: Analyn M. Gumama Signature:  Date: November 28, 2018


Activity Monitoring			Memo	Others (Pls. specify)	Remarks
	Meeting				
	One-on-One	Group			
<b>Monitoring</b> A. Research project meetings	One on one discussion with project leader and constant follow-up of activities	Weekly meetings with the project leader, staff and field workers for immediate issues and concerns			Immediate issues and concerns were discussed and solved
B. Report writing	One on one discussion to draft progress and annual reports	Analyzing and consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual In-House reports
<b>Coaching</b> A. On-going projects	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects

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

Prepared/Conducted by:

DR. NESTOR PIDO  
Immediate Supervisor

Verified by:

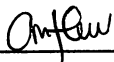
  
ERLINDA A. VASQUEZ  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Analyn M. Gumama**

Signature: 

**Performance Rating: Very Satisfactory**

**Aim:** To assist and help the project leader on the research study and maintenance of yam 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.
  - Preparation of yam varieties for regional trial.
  - Preparation of yam planting material for greenhouse experiment.
  - Constant supervision on the re-establishment and maintenance of yam germplasm collection.
  - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
  - Supervision of field workers in the establishment and maintenance activities of experiments/trials as well as their safety and quality of work.
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**Result:**

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- By the end of the second quarter, the yam germplasm collection was re-established and yam varieties for regional trial were conducted.
  - Experiment of yam in greenhouse was conducted and monitored.
  - Entertained and providing information to various walk-in clients with regards to yam production technology.
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**Date:** July 2018

**Target Date:** December 2018

**Next Step:**

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- Continue in monitoring filed stand of the collection.
  - Supervising laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm collection.
  - Maintained proper labeling of each accession.
  - Gathering of data on yam in the regional trial and greenhouse experiment.
  - Take photographs of all collections in the experimental field.
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**Outcome:**

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

To maintain the production for good quality yam planting materials.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Unit Head