



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDIESER A. NORIEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.610	70%	3.227
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.500	30%	1.350
TOTAL NUMERICAL RATING			4.577

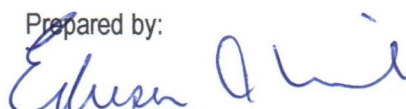
TOTAL NUMERICAL RATING: 4.577

Add: Additional Approved Points, if any
TOTAL NUMERICAL RATING: 4.577

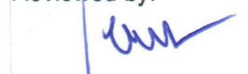
FINAL NUMERICAL RATING 4.577

ADJECTIVAL RATING: Outstanding


Prepared by:


EDIESER A. NORIEL
Name of Staff


Reviewed by:


ROMEL B. ARMECIN
Office Head

Recommending Approval:


JOSE L. BACUSMO
Director, Research

Approved:


OTHELLO B. CAPUNO
Vice President, RDE

Visayas State University
ECOLOGICAL FARM & RESOURCE MANAGEMENT INSTITUTE
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **EDISIER A. NORIEL**, Science Research Assistant of **Ecological Farm & Resource Management Institute**, 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 to June 2020**.

EDISIER A. NORIEL

Ratee

Date: _____

ROMEL B. ARMECIN

Unit Head

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 3.	Research Services									
	PI 2. Number of research outputs presented in regional/ national/int'l fora/conferences									
	<i>In institutional fora/conferences (In-house review)</i>		Prepares/reproduces paper for presentation	1	1	4	5	5	4.67	
			Prepares/consolidates project/study report for RDE In-house Review and Evaluation	1	1	4	4	5	4.3	
			Serves as facilitator during In-house Review, encode research outputs and evaluation	1	1	5	4	5	4.67	
			Assists/prepares PowerPoint presentations	1	1	4	5	4	4.3	
	PI 3. Number of research projects conducted and/or completed on schedule		Prepares/encodes research reports and budget	1	1	4	5	5	4.67	
MFO 4.	Extension/Production Services									
	Extension Activities									
	PI 1. Number of person-days trained weighted by length of training		Facilitates training / lecture; hands-on	100	100	5	5	5	5	includes senior HS
			Prepares Power Point presentation	1	1	4	5	5	4.67	
			Prepares logbook of attendance	1	1	4	5	4	4.3	
	PI 2. Number of IEC materials/ technoguides developed/used		Prepares/reproduces brochures and leaflets	1	1	5	4	4	4.3	
	PI 3. Number of IEC materials distributed		Distributes IEC materials to trainees, clients, etc.	50	15	4	5	4	4.3	

	Production Activities								
	PI 1. Production of vermicast (no. of bags)	Monitors production and selling of vermicast	120	150	5	5	5	5	
	PI 2. Production of IMO 2	Produces IMO2 for rapid decomposition of substrates	2	2	4	5	5	4.67	
	PI 3. Expansion of vermiculture area; number of beds	Monitors construction of beds							
MFO 5.	Support to Operation (STO)								
	PI 1. Monthly production of vermitea	Produces and monitors production of vermitea	6	6	5	5	5	5	
	PI 2. Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	2	2	5	4	5	4.67	

Total Over-all Rating	Average rating (Total over-all rating divided by __)	64.52 / 14
	Additional Points:	
	* Punctuality	
	* Approved Additional points (with copy of approval)	
	FINAL RATING	4.61
	ADJECTIVAL RATING	

Comments and Recommendation for Development Purposes:

Evaluated and rated by:

ROMEL B. ARMECIN
Unit Head

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director for Reserch

Date: _____

Approved:

OTHELLO B. CAPUNO
VP for Research and Extension

Date: _____

Seek training related
to vermicomposting.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: EDIESER A. NORIEL

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
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		77				
Average Score		4.5				

Overall recommendation : _____


ROMEL B. ARMECIN

Printed Name and Signature
Head of Office

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January-June 2020

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

Name of Employee: **EDISIER A. NORIEL**
 Head of Office : **ROMEL B. ARMECIN**
 Number of Personnel: 1


Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Vertibrate pest (chicken and rodents)control. Procurement of substrates to feed the worms	Bi-weekly meeting					
Coaching Innovation on conducting pest control and procurement of new materials	1st week of January and April 2020					

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

Conducted by:


ROMEL B. ARMECIN
 Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January-June 2020

Name of Employee : EDISIER A. NORIEL
Performance Rating : _____

Aim: To continuously refresh knowledge in conducting field experiments in crop production and vermicomposting/organic agriculture.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020 Target Date: within 1st Quarter 2020

First Step:

Review pertinent knowledge gained from previous seminars, symposium, and scientific fora.

Result:

Improved ability in conducting experiments and duable ideas in work related to the project and objectives of the Institute.

Date: within 1st Quarter Target Date: within 2nd Quarter 2020

Next Step:

Knowledge and ideas gained must be applied in vermiculture and in conducting experiment on crop production

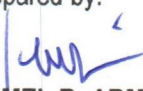
Outcome:

Be ready and able to act as Resource Person in vermicomposting/organic agriculture and enhance capability to conduct field experiment on crop production.


Final Step/Recommendation:

SRA must be involved in conducting field experiments and act as Resource Person in vermicomposting and organic agriculture whenever necessary.

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme:


EDIESER A. NORIEL
Name of Ratee