



**Annex P**

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

Name of Administrative Staff: **REYNANTE G. MACAPANAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.77</b>

TOTAL NUMERICAL RATING: 4.77


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.77


FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding

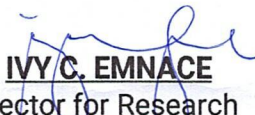
Prepared by:

  
**VANESSA MAY B. MILAN**  
Admin. Aide

Reviewed by:

  
**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Recommending Approval:

  
**IVY C. EMNACE**  
Director for Research

Approved:

  
**SANTIAGO T. PEÑA, JR.**  
Vice President



"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, REYNANTE G. MACAPANAS, an administrative staff of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January 2024 to June 2024**

REYNANTE G. MACAPANAS

Ratee

Date: July 3, 2024

Approved:

JEROME O. ARRIBADO

Unit Head

Date: July 4, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
MFO 3. Research Services										
	PI 3. Number of research outputs completed within the year*	A 28. Number of research proposal created and submitted within the year	Create and submit research proposal	1						
MFO 4. Extension/Production Services										
	Extension Activities									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1						
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	74	5	5	5	5.00	
			Facilitates training/lecture; hands-on	10	7	5	5	4	4.67	



	<b>PI 2.</b> Number of training conducted under extension project	<b>A 38.</b> Number of training conducted under extension project	Conducts trainings under the extension program	1	3	5	5	4	4.67	
	<b>PI 2.</b> Number of trainees participated the training	<b>A 38.</b> Number of trainees participated the training	Conducts trainings under the extension program	25	84	5	5	5	5.00	
	<b>PI 2.</b> Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	<b>A 38.</b> Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	40	56	5	5	4	4.67	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	85%	90%	5	5	5	5.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of beneficiaries/communities served	Maintains technical assistance to extension communities							
		No. of IEC materials/technoguides used	Prepares/ reproduces brochures and leaflets							
		No. of video clips on the preparation of concoction developed								
		Number of leaflets distributed to the farmers and interested individuals within the year	Design, print, and distribute leaflets to the farmers and interested individuals within the year	50	25	5	5	5	5.00	

		Production of vermicast (no. of bags)	Monitors production and selling of vermicast	350	125	5	5	4	4.67	
		Production of IMO 2	Produces IMO2 (in liter) for rapid decomposition of substrates, farm use, and selling	4	5	5	5	5	5.00	
		Preparation of monthly financial report for IGP	Prepare and submit monthly report	12						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
			Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project	1	1	5	4	5	4.67	
		No. of IGP/STF projects supervised		1	1	5	5	5	5.00	
	<b>Total Over-all Rating</b>								58.35	
	<b>Average Rating</b>								4.86	
	<b>Adjectival Rating</b>									

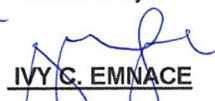
Evaluated and rated by:

  
**JEROME O. ARRIBADO**

Director

Date: *July 4, 2024*

Received by:

  
**IVY C. EMNACE**  
Director for Research  
Date: *July 9, 2024*

Approved by:

  
**SANTIAGO PENA, JR**  
VP for REI  
Date: *July 9, 2024*

Comments and Recommendations for Development Purposes:

*Attend and participate training related to organic farming, and administration and support services.*

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2024

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

Name of Employee: **REYNANTE G. MACAPANAS**

Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Discussion on farm updates, specifically on the vermicast project: vermicast, worms, vermitea production, and crop production  Institute's Research and Extension Proposal Writeshop		February 2, 2024, March 4, 2024, April 3, 2024, May 6, 2024, June 11, 2024  June 18, 2024 & June 25, 2024				
<b>Coaching</b>  Conduct meeting with farm and extension staff  Conduct consultations		once every 1st and 2nd quarter  February and April 2024				

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

Conducted by:

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor

Noted by:

  
**SANTIAGO T. PEÑA, JR.**  
 Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: January-June 2024

Name of Employee : REYNANTE G. MACAPANAS  
Performance Rating : \_\_\_\_\_

Aim: To continuously enhance 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 Target Date: within 1st Quarter 2024

**First Step:**

Search for courses or seminars about organic farming.

**Result:**

Participate in relevant training sessions on organic farming's approach to crop production.

Date: April Target Date: within 2nd Quarter of 2024

**Next Step:**

Integrate the ideas and expertise learned in the workshop and training into the vermi facility and demonstration farm.

**Outcome:**

Develop the skill to perform crop production and become equipped and capable of functioning as a resource person for vermicomposting and organic farming training sessions.

**Final Step/Recommendation:**

Prepared by:

  
**JEROME O. ARRIBADO**

Unit Head

Conforme:

  
**REYNANTE G. MACAPANAS**

Name of Ratee



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **January to June 2024**

Name of Staff: **REYNANTE G. MACAPANAS**

Position: **SRA**

**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.**

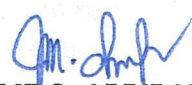
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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		45				
<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		4.58				
Overall recommendation:						
Continue your commitment support for the institution						

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor