



**Annex P**

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

Name of Administrative Staff: **ODELO B. BALDOS**

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

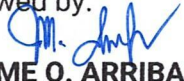
FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding

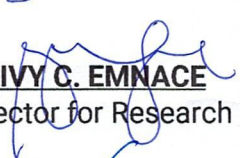
Prepared by:

  
**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, ODELO B. BALDOS, Agricultural Technician II of the ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE 2024.

  
ODELO B. BALDOS  
Agricultural Technician II

Date: July 4, 2024

Approved:

  
JEROME O. ARRIBADO

Director

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	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	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	2	5	5	4	4.67	Carigara LGU, Jaro LGU


	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	44	5	4	5	4.67	Brgy. Hiluctogan Farmers Association, Carigara; farmers under Jaro LGU
			Facilitates training/lecture; hands-on	10	44	5	5	4	4.67	Brgy. Hiluctogan Farmers Association, Carigara; Jaro LGU; VSU Students
	<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	2	2	5	5	5	5	Brgy. Hiluctogan Farmers Association, Carigara; farmers under Jaro LGU
	<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	44	5	5	5	5	Brgy. Hiluctogan Farmers Association, Carigara; farmers under Jaro LGU
	<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	240	5	5	5	5	Support to course reqts of senior highschool and college students; farmers
	<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%	100%	5	5	5	5	Carigara LGU, Jaro LGU
	<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	2	5	5	5	5	Carigara LGU, Jaro LGU



	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		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	100	5	5	4	4.67	Indigenous Microorganisms 1, 2, & 6; Fish amino acid (FAA); Fermented Plant Juice (FPJ); Fermented Fruit Juice (FFJ); Lactic Acid Bacteria Serum (LABS); Calcium Phosphate (CalPhos); Indigenous Calcium (IC); Oriental Herbal Nutrient (OHN); Natural Insect Repellent (NIR); Natural Insect Attractant (NIA)
		Production of IMO 2	Produces IMO2 (in liter) for rapid decomposition of substrates, farm use, and selling	10	20	5	5	4	4.67	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	zero% non-conformity	5	5	5	5	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100% compliant	100% compliant	5	5	5	5	
			Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	5	5	5	
			Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project	1	1	5	4	5	4.67	
	<b>Total Over-all Rating</b>								<b>68.02</b>	
	<b>Average Rating</b>								<b>4.86</b>	
	<b>Adjectival Rating</b>								<b>0</b>	

Evaluated and rated by:

  
**JEROME O. ARRIBADO**

Director

Date: July 9, 2024

Received by:

  
**IVY C. EMNACE**

Director for Research

Date: July 9, 2024

Approved by:

  
**SANTIAGO PENA, JR**

VP for REI

Date: 7/16/2024

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-June 2024

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

Name of Employee: **ODELO B. BALDOS**


Head of Office : **JEROME . 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          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		         once every 1st and 2nd quarter				
Conducted consultations	February & 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 : ODELO B. BALDOS  
Performance Rating : \_\_\_\_\_

Aim: To enhance expertise on extension and development related to natural/organic farming system.

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

Date: January Target Date: within the 1st Quarter of 2024

**First Step:**

Look for innovative advancements in natural or organic farming practices.

**Result:**

Participation in educational courses on the latest developments in natural and organic farming methods.

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

**Next Step:**

Practice the information acquired from training at the demo farm.

**Outcome:**

Serves as a resource person and gives clients a series of trainings on natural and organic agriculture methods.

**Final Step/Recommendation:**

Prepared by:

  
JEROME O. ARRIBADO

Unit Head

Conforme:

  
ODELO B. BALDOS

Name of Ratee



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **January to June 2024**

Name of Staff: **ODELO B. BALDOS**

Position: **AGTECH II**

**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.**

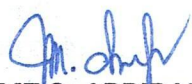
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		55				
<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 to support the Institute.						

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor