



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

**Annex P**

Name of Administrative Staff: EDDIESER A. NORIEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.67</b>

TOTAL NUMERICAL RATING: 4.67

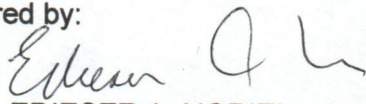
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.67


FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: Outstanding

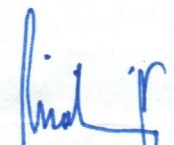
Prepared by:

  
EDIESER A. NORIEL  
Name of Staff

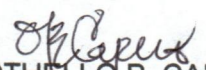
Reviewed by:

  
ROMEL B. ARMECIN  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERIÑO  
Dean/Director

Approved:

  
OTHELLO B. CAPUNO  
VP, Research & Extension

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 July to December, 2019.

*Edisier A. Noriel*  
**EDISIER A. NORIEL**

Ratee  
 Date: January 15, 2020

*Rommel B. Armechin*  
**ROMEL B. ARMECHIN**

Unit Head

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

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
<b>MFO 3.</b>	<b>Research Services</b>									
	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	4.7	
			Prepares/consolidates project/study report for RDE In-house Review and Evaluation	1	1	4	5	5	4.7	
			Serves as facilitator during In-house Review, encode research outputs and evaluation	1	1	5	4	5	4.7	
			Assists/prepares PowerPoint presentations	1	1	4	4	5	4.3	
	PI 3. Number of research projects conducted and/or completed on schedule		Prepares/encodes research reports and budget	1	1					
<b>MFO 4.</b>	<b>Extension/Production Services</b>									
	<b>Extension Activities</b>									
	PI 1. Number of person-days trained weighted by length of training		Facilitates training / lecture; hands-on	150	250	5	5	5	5.0	
			Prepares Power Point presentation	2	2	4	5	4	4.3	
			Prepares logbook of attendance	1	1	4	5	5	4.7	
	PI 2. Number of IEC materials/ technoguides developed/used		Prepares/reproduces brochures and leaflets	2	4	5	5	5	5.0	
	PI 3. Number of IEC materials distributed		Distributes IEC materials to trainees, clients, etc.	75	150	5	5	5	5.0	



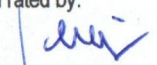
	<b>Production Activities</b>								
	PI 1. Production of vermicast (no. of bags)	Monitors production and selling of vermicast	150	160	4	5	4	4.3	
	PI 2. Production of IMO2	Produces IMO2 for rapid decomposition of substrates	0	20	5	5	5	5.0	
<b>MFO 5.</b>	<b>Support to Operation (STO)</b>								
	PI 1. Monthly production of vermitea	Produces and monitors production of vermitea	12	15	5	5	5	5.0	
	PI 2. Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	3	3	4	4	4	4.0	

<b>Total Over-all Rating</b>	<b>Average rating (Total over-all rating divided by __)</b>	60.7/13
	Additional Points:	
	* Punctuality	
	* Approved Additional points (with copy of approval)	
	<b>FINAL RATING</b>	4.67
	<b>ADJECTIVAL RATING</b>	0

**Comments and Recommendation for Development Purposes:**

Advanced knowledge on crop production and organic agriculture

Evaluated and rated by:

  
**ROMEL B. ARMECIN**  
Unit Head

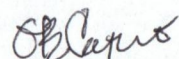
Date: \_\_\_\_\_

Recommending Approval:

  
**MOISES NEIL V. SERINO**  
Director for Extension

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

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Research and Extension

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

**PERFORMANCE MONITORING & COACHING JOURNAL**  
**Rating Period: July-December 2019**

	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

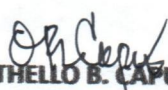
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring						
Preparation & submission of project report		Aug. 2019				
Coaching						
Discussion on how to become an effective researcher		Oct. 2019				

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

Conducted by:

Noted by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor

  
**OTHELLO B. CAPUNO**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

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

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





Total Score					
<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	50				
Average Score	4.07				

Overall recommendation : \_\_\_\_\_

  
ROMEL B. ARMECIN  
Head of Office

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July-December 2019**

**Name of Employee** : EDISIER A. NORIEL  
**Performance Rating** : \_\_\_\_\_

**Aim:** To improve his 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:** July 2019 **Target Date:** within 3rd Quarter 2019

**First Step:**

Let the SRA attend seminars and symposium and other scientific forum regarding  
crop productio and organic agriculture

**Result:**

Gained important knowledge to improve his ability in conducting experiments on crop  
production.

**Date:** October 2019 **Target Date:** within 3rd Quarter 2019

**Next Step:**

Compounded ideas and knowledge gained must be applied in vermicomposting and  
in conducting experiment on crop production.

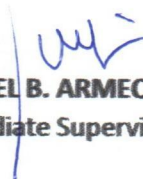
**Outcome:**

Act as Resource Person in vermicomposting/organic agriculture.  
Ability to conduct field experiment on crop production will be enhanced.


**Final Step/Recommendation:**

SRA must be involved more in conducting field experiments on crop production and act as a  
Resource Person on vermicomposting and organic agriculture.

Prepared by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor

Conforme:

  
EDIESER A. NORIEL  
Name of Ratee Faculty/Staff