

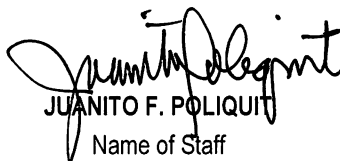
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : JUANITO F. POLIQUIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.820	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.330	30%	1.299
			4.673

TOTAL NUMERICAL RATING :	4.673
Add: Additional Approved Points, if any :	
TOTAL NUMERICAL RATING :	4.673
ADJECTIVAL RATING :	Outstanding

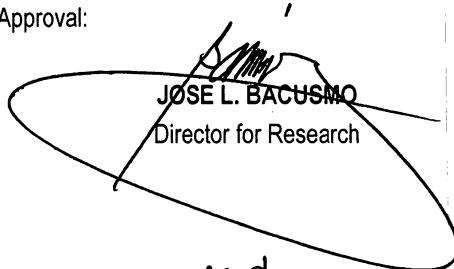
Prepared by:

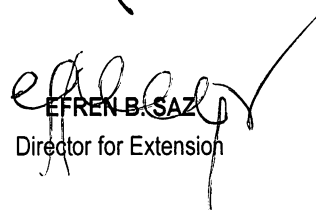

 JUANITO F. POLIQUIT
 Name of Staff

Reviewed by:


 ROMEL B. ARMECHIN
 Office Head

Recommending Approval:


 JOSE L. BACUSMO
 Director for Research


 EFREN B. SAZ
 Director for Extension

Approved:

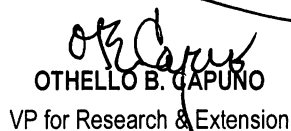

 OTHELLO B. CAPUNO
 VP for Research & Extension


Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUANITO F. POLIQUIT, of the Eco-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, 2018.


JUANITO F. POLIQUIT
 Ratee

Approved:


ROMEL B. ARMECIN
 Head of Unit

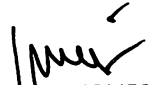
MFO& PAPs	Success Indicators	Target	Actual Accomplishments		Rating				Remarks
			% Accomplishment as of June, 2018	Details of Accomplishments	Q ¹	E ²	T ³	A ⁴	
Extension Services	No. of communities provided with technical expert services	2	150%	3	5.0	5.0	5.0	5.0	LP Farm Benabaye, Merida, Leyte. Brgy. Malazarte Matag-ob F.A.
	No. of person-days training conducted	40	150%	60	5.0	5.0	5.0	5.0	
	No. of trainings organized	2	150%	3	5.0	5.0	5.0	5.0	As Resource Person (trainings requested by LGUs, P.Os, NGOs)
	Number of On-the-Job Trainings	2	200%	4	5.0	5.0	5.0	5.0	VSU-SHS, NWSSU BSA2 students (3 batches)
	Number of new IEC materials develop	1	100%	1	4.5	4.5	4.5	4.5	
	Number of existing IEC materials translated to local dialect	2	100%	2	4.5	4.5	4.5	4.5	
	Number of IEC materials distributed	200	150%	300	5.0	5.0	5.0	5.0	
Production Services	Amount of income generated	60,000	266.27%	159,764	5.0	5.0	5.0	5.0	
	Rehabilitation and operationalized fishpond	2 ponds	100%	2	4.5	4.5	4.5	4.5	
Support Services	Provide day to day supervision of the Ecofarm workers (J.Os)	6	140%	7	4.7	4.7	4.7	4.7	

Average Rating (Total Over-all rating divided by 4)		48.2/10
Additional Points:		
Punctuality	N/A	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.82
ADJECTIVAL RATING		0

Comments & Recommendations
for Development Purpose:

Needs some training
related to extension and
to become more effective trainer

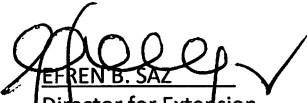
Evaluated and Rated by:


ROMEL B. ARMECIN
Unit Head


Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average


Recommending Approval:


EFREN B. SAZ
Director for Extension
Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research
Date: _____

Approved by:


OTHELLO B. CAPUNO
VP for Research & Extension
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: JUANITO F. POLIQUIT

Position: AG. TECHNICIAN 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	52/12 = 4.33				
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					
Average Score					

Overall recommendation : _____


ROMEL B. ARMECIN
 Director, Eo-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2018

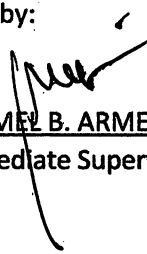
✓	1 st	Q U A R T E R
✓	2 nd	
	3 rd	
	4 th	

Name of Officer : **JUANITO F. POLIQUIT**Head of Office : **ROMEL B. ARMECIN**Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring - field visits - data reporting - Evaluation and planning workshop	Jan. 8, 2018 May 7, 2018	June 13, 2018			
Coaching - Consultations		June 13, 2018			

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

cc: OVPI

ODAHRD

PRPEO

PERFORMANCE MONITORING FORM January to June 2018

Name of Employee : JUANITO F. POLIQUIT

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/Recommendation
1.	Provide communities with technical expert services.	No. of communities provided with technical expert services	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
2	Conduct trainings on Organic Fertilizer Productions, etc.	No. of person-days training conducted	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
3	Collaborate trainings .	Number of collaborated trainings	January 2018	January 2018	March 2018	Very Satisfactory	Very Satisfactory	
4	Develop new IEC materials.	Number of new IEC materials develop	January 2018	April 2018	June 2018	Very Satisfactory	Very Satisfactory	
5	Translate existing IEC materials to local dialect	Number of existing IEC materials translated to local dialect	January 2018	May 2018	June 2018	Very Satisfactory	Very Satisfactory	
6	Distribute IEC materials.	Number of IEC materials distributed	April 2018	April 2018	April 2018	Very Satisfactory	Very Satisfactory	
7	Submit quarterly extension report.	Quarterly extension report	March & June	March & June	March & June	Very Satisfactory	Very Satisfactory	
8	Generate income from the Eco Farm.	Amount of income generated	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	
9.	Rehabilitate and operationalize the fishpond.	Rehabilitation and operationalized fishpond	February 2018	April 2018	June 2018	Very Satisfactory	Very Satisfactory	
10	Prepare monthly accomplishment report	Monthly accomplishment report: Production, sales,	Jan - June 2018	Jan - June 2018	Jan - June 2018	Very Satisfactory	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Paul B. Armesani
Director

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

Name of Employee : JUANITO F. POLIQUIT

Performance Rating : _____

Aim: To enhance the knowledge and skills needed to perform as Agricultural Technician II.

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

Date: January 1, 2018 **Target Date:** June 30, 2018

First Step:

* Seek and attend trainings on organic farming technologies.

Result:

* Attended some trainings and impart knowledge gained by serving as demonstrator. or resource person on organic farming training on Region 8

Date: May 18, 2018 **Target Date:** 2nd Quarter

Next Step:

* Practice knowledge gained at demo farm and through extension service

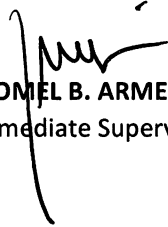
Outcome:

* Improved quality of service to clients.

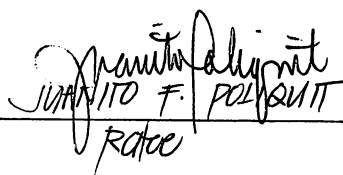
Final Step/Recommendation:

* Keep updated on farming developments by attending more trainings.

Prepared by:


ROMEL B. ARMECIN
 Immediate Supervisor

Confirms:


JUANITO F. POLIQUIT
 Ratee