COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **William A. Cruz**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.36	30%	1.31
TOTAL NUMERICAL RATING			4.60

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

FINAL NUMERICAL RATING: **4.60**

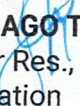ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:

MARLON M. TAMBIS/ ALAN B. LORETO
Assistant Director/ Director

Approved:

SANTIAGO T. PEÑA JR.
VP for Res., Ext., &
Innovation

PHILIPPINE ROOT CROP RESEARCH & TRAINING CENTER
Visayas State University, PQXV+5C3, Baybay City, Leyte
Email: philrootcrops@vsu.edu.ph
Website: https://philrootcrops.vsu.edu.ph
Phone/Fax: +63 53 5637229 Local 1063

Page 1 of 1
FM-HRM-27
V01 03-04-2024
No. 29-33

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, **WILLIAM A. CRUZ** of **PhilRootcrops** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures

for the period **January 1, 2024** to **June 30, 2024**

_____
WILLIAM A. CRUZ
RATEE

APPROVED: _____
DILBERTO O. FERRARIN
Project Leader

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Research service	Number of hybridized genotypes of cassava	1. Monitored the field stand of the cassava 2. Supervised field worker's activities needed prior to the conduct of breeding (weeding and sanitation, fertilizer apllication) 3. Conducted breeding of promising cassava genotypes	9	9	5	5	4	4.67	
	Number of evaluated progenies of cassava in the NCT trials	1. Assisted in the establishment of the experimental area 2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Performed HCN analysis using Picric method 4. Read and interprets results	12	12	5	4	4	4.33	
	Number of evaluated cassava varieties and accessions	1. Monitored the field stand of the cassava genotypes that is subjected for characterization 2. Assisted in the characterization	100	200	5	5	5	5	

	Number of cassava seeds collected	1. Monitored the field stand of cassava at the 2 breeding block located at Brgy Caventan, Ormoc City and PhilRootcrops experimental area at Brgy. Pangasugan 2. Collected matured seeds of cassava 3. Processed the collected seeds of cassava for proper storage 4. Supervised field workers activities prior to the collection of seeds (weeding and sanitation)	100	150	5	5	5	5	
	Analyzed data for NSIC reports	1. Tabulation of Data Gathered 2.Assisted in the analysis of consolidated data	2	4	5	5	5	5	
	Land area (Hectare) devoted to propagation of new genotypes and associated cultural management	1. Supervised establishment of the experimental area 2. Supervised field workers in planting, weeding, fertilizer application and harvesting of propagated varieties 3. Supervised fieldworkers in the field maintenance of all propagated varieties	1	1.5	5	4	4	4.33	
	Quarterly, semi-annual annual reports and annual reports for in-house-review	1. Made reports on the progress and development of the different experiments conducted	2	6	5	5	4	4.67	
Extension Services	Number of distributed clean planting materials (cutting)	1. Entertained walk in clientele asking for planting materials 2. Supervised distrbution of clean planting materials 3. Keep intensive record of distributed planting materials and recepients	10,000	11,000	5	5	5	5	

Other duties needed by the center	Number of contact hours devoted for putting up exhibit and entertain walk-in-clientele and serve as resource person to diffirent trainings related to cultural management of cassava	1. Assisted in putting up exhibit 2. Entertained walk-in clientele asking for cassava technology 3. Assists and served as resource person in the conduct of trainings facilitated by the center or other attached agencies related to the cultural management of cassava	20	25	5	4	4	4.33	
Total Rating									

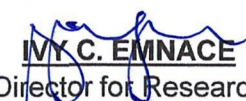|			
Average Rating (Total Over-all rating divided by 4)			
Additional points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.7	
ADJECTIVAL RATING		outstanding	

Comments & Recommendations for Development Purpose:

Attend trainings and seminars in relation to the conduct of research

Evaluated and Rated by:

ALAN B. LORETO / MARLON M. TAMBIS
Director / Asst. Director
Date _____

Recommending Approval:

IVY C. EMNACE
Director for Research
Date ___12/11/24___

Approved by:

SANTIAGO T. PEÑA, JR.
VP in Research, Extension and Inovation
Date: _____

1 – Quality
2 – Efficiency
3 – Timeliness
4 – Average

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: William A. Cruz

Performance Rating:

Aim: To assist and help the project leader on the development of new cassava varieties

Propose Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step

- Coordination with project leader for specific tasks and project activities
- Selection of cassava varieties through evaluation specifically those with high dry matter content, resistant to pest and diseases, good sensory quality and high yield potentials
- Meeting with field workers regarding maintenance and propagation of cassava planting materials to meet the demands of farmers and clients.
- Constant supervision on the re-establishment and maintenance of breeding nursery and cassava trails
- Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports
- Observation of field worker safety and quality at work

Result:

- By the end of second quarter, breeding nursery, cassava trials and propagation plot of cassava varieties were established.
- Catered the needs and concerns of walk-in clients regarding cassava planting materials to farmers and other agencies, including the research community in the regions.

Date: July 2024   Target Date: December 2024

First Step

- Continue in monitoring field stand of the experimental trials
- Supervising laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining cassava field trials
- Gathering of data on yield trials for NCT entries and cassava hybrids

Outcome:

- Served the research community of VSU and other SUCs, LGUs, government agencies. NGOs, individual farmers and students for the need of good quality planting materials.

Prepared by:

MARLON T. TAMBIS/Alan B. Loreto
Asst. Director/Director

Conforme:

WILLIAM A. CRUZ
Name of ratee/Faculty/Staff

PERFORMANCE MONITORING AND COACHING JOURNAL

Exhibit G

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

Name of Office: <u>PhilRootcrops</u>
Head of Office: <u>Alan B. Loreto</u>
Name of Faculty: <u>William A. Cruz</u>

Signature: Date: <u>08/06/2024</u>

Activity Monitoring	Meeting		MEMO	Other (pls.Specify)	Remarks
	One-on-One	Group			
Monitoring A. Research project meetings	One-on-one discussion with project leader and constant follow-up of activities	Special meeting with the project leader, staff and field workers for immediate issues and concerns			Problems and concerns were addressed
B. Report	One-on-one discussion to draft progress and annual reports	Consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual in-charge reports
Coaching A. On-going project	One on one planning and scheduling of monthly activities with supervisor				Laid out plan and schedule of activities for the projects
B. Proposal writing	One on one sharing of ideas for future proposal				Assist in making of proposal and submission for review and approval

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

Prepared by/conducted by:

DILBERTO O. FERRARIN
Immediate Supervisor

MARLON T. TAMBIS
Assistant Director

Verified by:

Alan B. Loreto
Director

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024
Name of Staff: William A. Cruz

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

PHILIPPINE ROOT CROP
RESEARCH & TRAINING CENTER
Visayas State University, PQXV+5C3, Baybay City, Leyte
Email: philrootcrops@vsu.edu.ph
Website: https://philrootcrops.vsu.edu.ph
Phone/Fax: +63 53 5637229 Local 1063

Page 1 of 2
FM-HRM-26
V01 03-04-2024
No. 24-33

		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	48				
	Average Score	4.36				

Overall recommendation:

ALAN B. LORETO
Director