



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

**Annex P**

Name of Administrative Staff: **Gongora, Mikaela M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.87	70%	3.45
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.87**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

**MARLON M. TAMBIS/ EDGARDO. TULIN**  
Assistant Director/ Director

Recommending Approval:

**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

**MARIA JULIET C. CENIZA**  
VP for Res., Ext., &  
Innovation





**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Mikaela M. Gongora, Science Research Assistant of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period January 1 to June 30, 2023.

  
**MIKAELA M. GONGORA**  
Ratee

Approved:   
**MARLON M. TAMBIS**  
Assistant Director

  
**EDGARDO E. TULIN**  
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Extension services	Number of video materials produced	Prepare and produce video materials on PhilRootcrops technologies	2	2	5	5	4	4.67	
	Number of IEC materials produced	Produce IEC materials on PhilRootcrops technologies	2	4	5	5	4	4.67	
	Number of Memorandum of Agreement prepared	Prepare MOA on PhilRootcrops partnerships and linkages with other concerned institutions and agencies	5	12	5	5	5	5	
	Number of extension activities documented	Document and facilitate the extension activities of the center both actual and virtual	5	15	5	5	5	5	
	Number of people catered on PhilRootcrops's digital platforms	Manage the social media account and email of PhilRootcrops	100	300	5	5	5	5	

Total Over-all Rating									
-----------------------------	--	--	--	--	--	--	--	--	--

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

To attend Capability build up training in relation to the conduct of research.

Evaluated and Rated by:

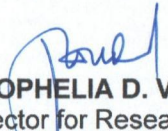
  
**EDGARDO E. TULIN**  
Director

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

  
**MARLON M. TAMBIS**  
Asst. Director

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

Recommending Approval

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

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

Approved by:

  
**MARIA JULIET C. CENIZA**  
VP for Research and Extension

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: Mikaela M. Gongora

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	5	4	3	2	1

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2


FM-HRM-26  
V0 11-12-2021

No. 23-11



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<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	4.73				

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

  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
 Assistant Director/Director

**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.



PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin**

Name of Personnel: **Mikaela M. Gongora** *gsm*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <u>1<sup>st</sup> Quarter / 2<sup>nd</sup> Quarter</u> a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff for the following assigned office activities: 1) promoting PhilRootcrops' technologies, 2) strengthening partnerships and linkages with other concerned agencies, and others.	Meeting with staff under the Extension Division	Memo to attend the meeting		Developed strategic approaches to promote PhilRootcrops' technologies amidst the pandemic, strengthen linkages with other private and government agencies, and continue implementing extension services.
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff to attend learning and development trainings offered by the University	One-on-one coaching	Group coaching through meetings and group discussions			Positive response to the coaching activity

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

Conducted by:

Noted by:

**MARLON M. TAMBIS**  
Immediate Supervisor

**MARLON M. TAMBIS**  
Assistant Director

**EDGARDO E. TULIN**  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKAELA M. GONGORA**

Performance Rating: Outstanding

Aim: Promotion of PhilRootcrops' Technologies for Development

Proposed Interventions to Improve Performance:

Date: January 01, 2023

Target Date: June 30, 2023

First Step:

- Meeting and coaching with the concerned staff to conceptualize strategic interventions and approaches in promoting PhilRootcrops' technologies, strengthening partnerships and linkages with other private and government agencies, and sustaining the implementation of extension services for development.

Result:

Effective dissemination of rootcrops technologies to concerned stakeholders

Forged partnerships and linkages with concerned private and government entities

Sustained the implementation of PhilRootcrops' extension services for development

Date: July 01, 2023

Target Date: December 31, 2023

Next Step:

She is transferred to VSU DYDC 104.7 as Broadcast Production Supervisor/OIC-Station Manager.


Outcome: Effective dissemination of various rootcrops technologies to target clientele and strengthened partnerships with private and government agencies

Final Step/Recommendation:


To maintain performance and/or exceed the current performance; for recommendation to the Center's Personnel Committee as Outstanding Center Support Staff during the PhilRootcrops and VSU Anniversary.

To attend capability build-up trainings that will enhance individual skills and competencies; other trainings like health and wellness and stress management.

Prepared by:

  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
Assistant Director/Director

Conforme:

  
**MIKAELA M. GONGORA**  
Name of Ratee/Faculty/Staff