



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

Annex P

Name of Administrative Staff: **Gumama, Analyn M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.1	70%	2.87
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.54	30%	1.36
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.23**

ADJECTIVAL RATING: **Very Satisfactory**

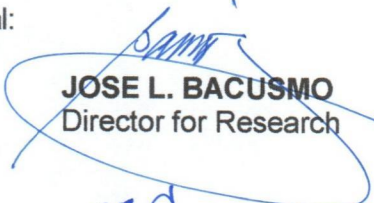
Prepared by:


MARIA ELSA M. UMPAD
AO II


Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:



JOSE L. BACUSMO
Director for Research

Approved:



OTHELLO B. CAPUNO
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALYN M. GUMAMA, of PHILROOTCROPS 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 2020 to December 2020.


ANALYN M. GUMAMA
 Ratee

Approved:


LISA I. ARCE
 Project Leader

MFO& PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
Research Services	Number of maintained yam accessions in the germplasm	To assist in the maintenance of the yam germplasm collection <ul style="list-style-type: none"> • Monitor filed stand of the collection • Supervised laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm • Maintained proper labeling of each accessions • Take photographs of all collections in the experimental field 	364 accessions	360 accessions	3	5	5	4.3	

	Number of contact hours involved in the field and storehouse maintenance of the yam germplasm collection and in yam recollecting activities	<ul style="list-style-type: none"> • Maintain yam varieties for regional trial • To assist in the recollection activities of the germplasm • To maintain materials collected from outside of the station • Supervise and manage field in maintaining cleanliness and orderliness of yam germplasm collection 	960 hours	1056 hours	4	5	5	4.6	
	Number of data set encoded and performed statistical analysis	<ul style="list-style-type: none"> • To gather data on yam in the regional trial and other Experiment • To encode data in the computer and perform statistical analysis 	14 data sets	14 data sets	3	4	4	3.6	
	Number of reports made	<p>Assisted in the preparation of reports</p> <ul style="list-style-type: none"> • Year-end • In-house review 	1 1	1 1	3	4	4	3.6	
	Number of laborers supervised	Supervised laborers in the establishment and maintenance activities of experiments/trials	3 laborers	6 laborers	4	5	5	4.6	
Extension services	Number of walk-in clients served	<ul style="list-style-type: none"> • Entertained and provided information to various clients with regards to yam 	5 walk-in clients (Farmers, student, LGU's and	3 walk-in clients (students, researchers)	3	4	5	4	

[illegible]

Average Rating (Total Over-all Rating divided by 4)	4.1	
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.1	
ADJECTIVAL RATING		Very Satisfactory

Comments and Recommendations for Development Purposes:

To attend capability
build up training to
improve skills

Evaluated & Rated by:

Er Linda A. Vasquez
ERLINDA A. VASQUEZ
Dept/Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research
Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP, Reserach, Extension & Innovation

Date: _____

1- Quality

2-Efficiency

3-Timeliness

4-Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Analyn M. Gumama

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

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	9.54				

Overall recommendation : Very Satisfactory


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **ANALYN M. GUMAMA** *Ana*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
A. Research project meetings	One-on-one discussion with project leader and constant follow-up of activities	Weekly meetings with the project leader, staff and field workers for immediate issues and concerns	Memo to attend the meeting		Immediate issues and concerns were discussed and solved
B. Report writing	One-on-one discussion to draft progress and annual reports	Analyzing and consolidation of data for completion of quarterly and annual reports			Submission of quarterly report and annual in-house reports
Coaching					
A. On-going projects	One-on-one planning and scheduling of monthly activities with supervisor One on one sharing of ideas for future proposal	Group coaching through meetings and group discussions			Laid out plan and schedule of activities for the projects

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

Conducted by:

LISA I. ARCE
Immediate Supervisor

Noted by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLANName of Employee: **Analyn M. Gumama**Signature: *Analyn M. Gumama*Performance Rating: *Very Satisfactory*

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

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

-
- Coordination with project leader for specific tasks and project activities.
 - Preparation of yam varieties for regional trial.
 - Preparation of yam planting material for greenhouse experiment.
 - Constant supervision on the re-establishment and maintenance of yam germplasm collection.
 - Prompt preparation of purchase requests of office and field supplies needed for the project as well as reports.
 - Supervision of field workers in the establishment and maintenance activities of experiments/trials as well as their safety and quality of work.
 - Photodocumentation of yam accessions.
 - Compiling of all data
-

Result:

-
- By the end of the second quarter, the yam germplasm collection was re-established and yam varieties for regional trial were conducted.
 - Experiment of yam in greenhouse was conducted and monitored.
 - Entertained and providing information to various walk-in clients with regards to yam production technology.
-

Date: January 2021

Target Date: June 2021

Next Step:

-
- Continue in monitoring filed stand of the collection.
 - Supervising laborer activities (planting, weeding, replanting of low germinating accessions, application of fertilizer and pesticides) in maintaining the germplasm collection.
 - Maintained proper labeling of each accession.
 - Gathering of data on yam in the regional trial and greenhouse experiment.
-

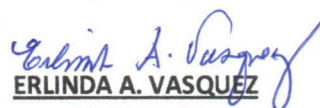
Outcome:

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

Final Step/Recommendation:

To maintain the production of good quality yam planting materials.

Prepared by:


ERLINDA A. VASQUEZ
Unit Head