



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Bolatete, Dioscoro M., Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.44

TOTAL NUMERICAL RATING: 4.44

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.44

FINAL NUMERICAL RATING 4.44

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


MARIA ELSA M. UMPAD
AO II

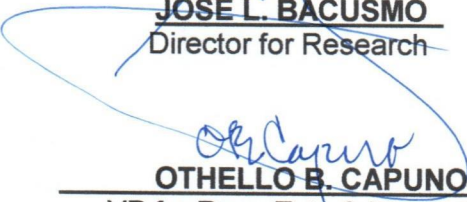
Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, DIOSCORO M. BOLATETE 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 Jan 1, 2020 to June 30, 2020

DIOSCORO M. BOLATETE, JR
RATEE

APPROVED: ERLINDA A. VASQUEZ
HEAD OF UNIT

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCO	Rating				REMARKS
					Q1	E2	T3	A4	
Research Support Services	Number of field survey, monitoring and maintenance based on PhilRootcrops Land Use Map and its utilization of all experimental sites	To survey, supervise, monitor and assess the development, maintenance and proper utilization of experimental areas for research and production of rootcrop varieties to support raw materials needs for industry	12	18	5	4	4	4.33	
	Number of consultation with the RA/project leaders and monitoring of all activities related to its project in relation to land area utilization	Coordinate with RA, PL or users in the area utilization and conduct of rootcrops production	12	18					
		Implementation of proper cultural management practices for Rootcrops to showcase better crop stand and yield results	4	4	5	4	4	4.33	
		To provide updates of the progress and outcome of production activities	6	12					

	Spearhead the development, maintenance and full utilization of PhilRootcrops learning site for research and production of rootcrop and related activities	Maintain and supervise the whole operation of learning site	12	12					
Production	Nursery establishment for quality planting materials	Monitor and Established rootcrop nurseries and demo farm in campus and outside VSU.	3	3					
	Number of farm assisted and monitored production of planting materials and products	Number of production area assisted and visited	6	6	4	4	4	4	4
Extension Services	Act as resource person during training	To conduct training on rootcrop production	2	3					
	Provide technical services for walk-in client	Number of orientation	3	3					
	Number of farmer/technicians serve	Number of farmers briefed and trained with rootcrop technologies	30	40	5	5	5	5	5
	Number of farm assisted and monitored	Number of production area assisted and visited	6	6					
	Coordinatefor exhibit in and outside campus and other activities	put up rootcrop exhibit in VSU, LGU, NGO, etc.	2	2					
	Collection of rootcrops materials during survey to be integrated in the PhilRootcrops germplasm	Collected rootcrop material: Sweetpotato	1	1					
Total Rating									4.92

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

Comments and Recommendations for
Developmental Purposes
To attend training on proposal
development and writing
scientific paper

Evaluated and Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ

Director

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO

Director for Research and Extension

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO

VP for Research and Ext'n

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: Bolatete, Dioscoro M., Jr.

Position: Sr. Agriculturist

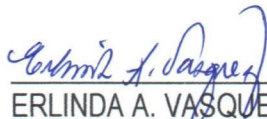
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
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	4.50				

Overall recommendation : _____


 ERLINDA A. VASQUEZ
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

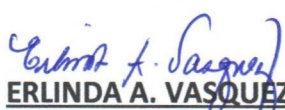
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: DIOSCORO M. BOLATETE, JR. 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/ university's concerns	Monthly PRDC meeting Jan 13, 2020 Feb 3, 2020 May 6, 2020	Issuance of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress Group coaching during PRDC Meetings			Proposal prepared and submitted to funding agencies New proposal for evaluation

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

Conducted by:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DIOSCORO M. BOLATETE, JR.**

Performance Rating: Very Satisfactory

Aim: To manage and oversee the on-going research projects conducted at the PhilRootcrops experimental areas
To perform extension functions as required

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step:

Oversee the on-going researches conducted at the PhilRootcrops experimental area
Prepares proposals for station upgrading and development
Attends related trainings for capability build-up (research management, proposal preparation, writing scientific publications)

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as resource persons in extension activities

Date: July 1, 2020

Target Date: Dec 31, 2020

Next Step:

Continue with the on-going activities of the experimental area
With the pandemic and reduce budget, implement the labor pooling
Follow-up the submitted proposals
Attends capability build-up trainings

Outcome: Research projects in the field properly maintained
Served as resource persons in extension activities
Attended capability build-up trainings

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit proposals for upgrading / development of the experimental area.

To attend trainings on research management and implementation, writing scientific publications, etc.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

DIOSCORO M. BOLATETE JR
Name of Ratee / Faculty/Staff