

Section A: Employee Details

APPRAISAL PERIOD: July 2015-June 2016

EMPLOYEE ID No.: 200401047

NAME OF THE EMPLOYEE: Jigme

POSITION TITLE: Dy.CRO

POSITION LEVEL: P2 A

DIVISION: RNR RDC Bajo

DEPARTMENT/AGENCY: DoA

Section B: Individual Work plan (IWP: 70%)

Division Output	Activities	Targets				Target Achieved specified by Individual	Employee's Feedback/comment/justification	Final Score by Supervisor
		Outstanding= (3.00-4.00)	V.Good=2.00 -2.99)	Good=1.00- 1.99)	Need Improve ment(<= .99)			
Enhanced service delivery and info mgt.	1. Development of information materials, papers, leaflets, brochures etc (Avocado cultivation, citrus canopy management)	3 nos	2 nos	1 no	0			
	2. Development of information materials, papers, leaflets, brochures etc (Avocado cultivation, citrus canopy management)	3 nos	2 nos	1 no	0			
New horticulture crops technologies assessed and generated	3. Design, finalize experiment protocols and implement and supervise bitter gourd varieties brought from AVRDC, Taiwan	Jan, 2016	2 nd Week of Feb, 2016	4 th Week of Feb, 2016	April 2016			
	4. Design, finalize experiment protocols and implement and supervise pumpkin varieties brought from AVRDC, Taiwan	Jan, 2016	2 nd Week of Feb, 2016	4 th Week of Feb, 2016	April 2016			

	5. Advise, review and finalize the work plan on horticulture crops trials, outreach and germplasm block maintenance with the focal persons.	March, 2016	April, 2016	May, 2016	Jul 2016			
Increased vegetable production	6. Co-ordinate planning and drawing work plan for commercial vegetable program in west central districts.	1 st week of Jan, 2016	2 nd week of Jan, 2016	4 th Week of Jan, 2016	Mar 2016			
	7. Compile work plan for vegetable commercialization of the west central districts and submit to HD.	1 st week of Jan, 2016	2 nd week of Jan, 2016	4 th Week of Feb, 2016	Mar 2016			
	8. Compile progress reports of commercial vegetable program of west central districts.	1 st week of May, 2016	3 rd week of May, 2016	June, 2016	July, 2016			
Increase horticulture crop production	9. Oversee, supervise, provide technical guidance and implement on- station trials	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity failed			
	10. Oversee, supervise, provide technical guidance and implement on-farm trials	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity failed			
	11. Oversee, supervise, provide technical guidance and implement outreach programs	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity implemented and report published in annual report	Activity failed			
Increase citrus production	12. Plan, monitor and implement activities in Damchoe Citrus demo	Activity implement	Activity impleme	Activity implemente	Activity failed			

	orchard as reflected in the project plan.	ed and report published in annual report	nted and report published in annual report	d and report published in annual report				
	a. Generate report on yield based on the improved management practices	3 reports	2 reports	1 reports	0 reports			
	b. Generate temperature and humidity data of the demo orchard.	Report generate and published in annual report	Report generate and published in annual report	Report generated	No report generated			
	c. Collect seed of Ichang papeda (<i>citrus inchangensis</i>) for germ plasm development in RDC-Bajo and RDSC mithun	Nov 2016	Dec 2016	Jan 2016	Feb, 2016			
Increased mushroom production	13. Support mushroom program in proper planning and implementation of activities and	Monthly	Quarterly	Annually	No support			
Increased MAP Production	14. Provide timely technical support to commercial ginger cultivation initiated in Taksha sili chiwog.	Monthly	Bi annual	Annually	No support			
	Facilitate marketing of ginger produce	May, 2016	June, 2016	July, 2016	No support			
Implement anti-corruption strategies	15. Asset declaration made in time	Asset declared	Asset declared	Asset declared	Asset not declared			
	Free of audit memo after auditing	0	1-7	>7nos				
						Total		
						Final Score B. Total/No of activities =		

Employee's Signature:
Date:

Supervisor's Signature:
Date:

Section C: Core Competencies (30%)

SECTION C: Competency Behavior (30%)						
Competency Behaviour	Quality & Description	Outstanding [3.00-4.00]	Very Good [2.00-2.99]	Good [1.00-1.99]	Needs Improvement [≤.99]	Final Rating with Evidence of Behavior
		Level 4	Level 3	Level 2	Level 1	
1. Analytical Skills	Demonstrates sense of understanding and appreciation of one's work to meet organizational objectives and results	<ul style="list-style-type: none"> Makes critical judgment on her/his contribution to organization based on independent thinking by making good use of background knowledge 	<ul style="list-style-type: none"> Makes strong judgements based on the work experiences upon receiving the guidance from supervisor to carry the work activities 	<ul style="list-style-type: none"> Makes judgements by using limited work knowledge and timely supervision required to carry the work activities 	<ul style="list-style-type: none"> Carries out work activities without critical judgement and not putting the work knowledge in use 	
2. Planning & Organizing	Demonstrates ability to plan and organize work activities around organization's objectives making optimum use of resources and time	<ul style="list-style-type: none"> Every day activities are guided by meticulous work plans and demonstrates good time management skills to meet agency's objectives by using available resources optimally to meet work activities without compromising the quality of 	<ul style="list-style-type: none"> Systematic work Planning on the work activities are drawn clearly and needs minimum supervision and resource and maintain quality of the work 	<ul style="list-style-type: none"> Work plan are maintained but are not followed and requires extra resources to carry the activities and quality of work compromised 	<ul style="list-style-type: none"> Does not follow clear work plan and mostly involved in ad hoc activities and work are not up to the expected quality 	
3. Decisiveness	Demonstrates sound judgment to identify and recognise problems and solutions, and escalate them to	<ul style="list-style-type: none"> Submits problems and recommended solutions before time for supervisory intervention. 	<ul style="list-style-type: none"> Submits problems and recommended solutions on time for supervisory advice 	<ul style="list-style-type: none"> Submits problems without recommendation on time 	<ul style="list-style-type: none"> Waits for supervisory intervention to resolve issues 	

Section D: Final Performance Evaluation Score [Section B & C]

SECTION D: Final Performance Evaluation Score [Section B & C]					
Particular	Score received	% Allocated	Final Score	Supervisor's Comment, if any	Head of Agency's Comment if any.
B. Performance		70%			
C. Competency Behaviors		30%			
Total					
Employee's Signature:					
Date					
Supervisor's Signature:					
Date					
Overall Rating Table:					
Performer category	Definition			Rating scale	
1.Outstanding	Achieved exceptionally high level of performance			3.00-4.00	
2. Very Good	Performed at higher level than required			2.00-2.99	
3. Good	Employee fulfilled requirement of the job			1.00-1.99	
4. Needs Improvement	Results/Behavior far below performance requirement			<=0.99	

