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Appraisal Form

Five Year Plan:

12th

Financial Year:

2019-2020

Section A: Employee Details

Employee No.: 8505024

Name: Dawa Zangpo

Position Title: Dy. Chief Admin. Officer

Position Level: P2

Working Agency: RNR R & DC - Bajo, Department of Agriculture, Ministry of Agriculture and Forests

Section B: Performance

Output	Activity	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Target Achieved	Justification	Final Score	Remark / Justification
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Support technical staff training/workshop/study tour/meetings	20 Nos.	15 Nos.	10 Nos	5 Nos.			Enter Score	Enter Remark/Justification
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Support staff training/Workshop/Study Tour/Meetings	10 Nos	7 Nos.	5 Nos.	3 Nos.			Enter Score	Enter Remark/Justification
Capacities of agriculture staff, farmers, and interested people built and or strengthened	Support farmers training/study tour/field days	50Nos.	30 Nos.	20 Nos.	10 Nos.			Enter Score	Enter Remark/Justification
Agriculture R&D related infrastructure built, maintained, and utilized	Facilitate construction of new office infrastructure	4Nos	3 Nos.	2 Nos.	N/A			Enter Score	Enter Remark/Justification
Agriculture R&D related infrastructure built, maintained, and utilized	Facilitate renovation/maintenance of office infrastructure	4 Nos.	3 Nos.	2Nos.	N/A			Enter Score	Enter Remark/Justification
Agriculture R&D related goods and services procured and effectively used	Maintain and keep office computers/peripherals/office equipment in running conditions	15 Nos.	12 Nos.	10 Nos.	7 Nos.			Enter Score	Enter Remark/Justification

Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate annual tenders/quotations on both works and goods	6 Nos.	5 Nos.	4 Nos.	3 Nos			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate procurement & supply of office goods & Services	100%	90%	80%	70%			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Maintain office pool vehicles and keep them in running condition	6Nos.	5Nos.	4Nos.	3 Nos.			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Maintain farm machinery/field equipment keep them well functioning	7 Nos.	6 Nos.	5 Nos.	4 Nos.			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate both technical/support staff for promotion and up-gradation programs	10 Nos.	9 Nos.	8 Nos.	7 Nos.			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate appointment of new technical staff/support staff and ESPs/GSPs	7 Nos.	6 Nos.	5 Nos.	4 Nos.			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate transfer/resignation/superannuation of regular/contract personnel	5 Nos.	4 Nos.	3 Nos.	N/A			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate contract term extension/annual performances evaluation of contract employees	20 Nos.	15 Nos.	10 Nos	5 Nos.			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate annual asset declaration of all mandatory staff, and P5 and above position level personnel	100%	90%	80%	75%			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate annual accounts and revenue Auditing	November 2019	December 2019	January 2020	February 2020			Enter Score	Enter Remark/Justification
Efficiency and effectiveness	Facilitate annual budget preparation 2020-2021 FY	January 2020	February 2020	March 2020	April 2020			Enter Score	Enter Remark/Justification

of agriculture R&D service deliveries enhanced									
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Facilitate mid-term budget 2019-2020 FY review	February 2020	March 2020	April 2020	May 2020			Enter Score	Enter Remark/Justification
Efficiency and effectiveness of agriculture R&D service deliveries enhanced	Maintain and update gift register	3 No.	2 Nos.	1 No.	N/A			Enter Score	Enter Remark/Justification
								Final Score:	0

Adhoc Activities

Section C: Competency Behavior

Potential Assessment Area	Quality & Description	Level 4 [3.00-4.00]	Level 3 [2.00-2.99]	Level 2 [1.00-1.99]	Level 1 [<=0.99]	Final Score
1. Analytical and Intellectual Capacity	<p>1.1. Sense of Perspective</p> <p>Demonstrates intellectual flexibility, imagination and socio political sensitivity in developing a holistic appreciation of the situation and in generating innovative ideas and solutions that bring practical benefit</p>	<ul style="list-style-type: none"> Thinks ahead to anticipate issues, identifies opportunities and appreciates implications Exercise imaginations and creativity to generate a range of alternative solutions Takes strategic perspective when formulating proposals and recommendations 	<ul style="list-style-type: none"> Takes strategic steps and ways to achieve and enhance the achievement of the target 	<ul style="list-style-type: none"> Need guidance in identifying the opportunities and solutions to solve work towards achieving the target 	<ul style="list-style-type: none"> Is hasty in formatting opinions and judgment taking action before assessing implications and Focuses on day to day problems at the expense of longer term planning 	0
1. Analytical and Intellectual Capacity	<p>1.2 Analysis and Judgment</p> <p>Demonstrates power of analysis and a sense of reality in the context of complex issues and solutions</p>	<ul style="list-style-type: none"> Analyses situations and problems in a systematic and logical manner to identify key issues Makes sound judgment based on rigorous, independent thinking Makes good use of background knowledge 	<ul style="list-style-type: none"> Proposes strong judgmental recommendation towards overall issues for a realistic achievement 	<ul style="list-style-type: none"> Limited to supervisory directives in tackling the problems and issues and does provide any strong judgmental recommendation to owns issues 	<ul style="list-style-type: none"> Makes assumption based on superficial analysis Spends too long on analysis and deliberating at the expense of responding in a timely fashion 	0
2. Influence & Collaboration	<p>2.1. Influencing and Inspiring</p> <p>Persuades, motivates and inspires others, developing a sense of purpose and unity</p>	<ul style="list-style-type: none"> Put team's success ahead of personal success Work to resolve conflict among team members by showing respect for others' opinions and working toward mutually agreeable solutions. 	<ul style="list-style-type: none"> Maintains wide network of good working relationship with peers, subordinates, supervisor, customer and clients. Makes consistent efforts to generate trust and co- 	<ul style="list-style-type: none"> Stick to good working relationship with most of the peers, subordinates, supervisor and the clients. Initiates encouragement of trust and cooperation among others. 	<ul style="list-style-type: none"> Blame others for mistakes and/or setbacks that negatively affect team results 	0

			operation to foster positive and productive team spirit.			
2. Influence & Collaboration	2.2 Collaboration & Engagement Takes lead in communication and consultation, engaging with a wide range of supervisors, peers and stakeholders across division, department, and agencies.	<ul style="list-style-type: none"> Help to keep team performance and morale high even during periods of intense pressure or heavy workload. Actively seeks development opportunities for team 	<ul style="list-style-type: none"> Demonstrate to work in a team and foster sharing of workloads while he/she is not utilized. 	<ul style="list-style-type: none"> confines to his/her own assigned task and does not extend and seeks support to collaborate and engage in a team. 	<ul style="list-style-type: none"> Work only to serve self-interests and meet personal goals Blame others for mistakes and/or setbacks that negatively affect team results. 	0
3. Motivation for Excellence	3.1. Achieving Results Strives hard to achieve agency's five year and annual targets by focusing on national interest to ensure efficiency and high standards of delivery.	<ul style="list-style-type: none"> Achieves all targets set within the allocated resources without compromising on the quality Minimizes waste of his Agency and nation's resources 	<ul style="list-style-type: none"> Always look towards achieving the result with best quality within the resources under his/her control 	<ul style="list-style-type: none"> Hard working towards achieving the results but needs extra resources to achieve it 	<ul style="list-style-type: none"> Do not deliver as per the set targets and budget allocated Wastes his Agency and nation's resources 	0
3. Motivation for Excellence	3.2 Commitment and Accountability Demonstrates personal integrity and commitment to serving Bhutan's national interest	<ul style="list-style-type: none"> Upholds both explicit and implicit terms and understandings he has with the Royal Government, public, family, agency, superiors, peers, subordinates and clients Ready and willing to take additional responsibility by one's own initiatives 	<ul style="list-style-type: none"> Demonstrate strong bond towards the Royal government and uphold the belongingness of oneness among the public family. Needs guidance to take the initiatives 	<ul style="list-style-type: none"> Upholds the bond towards one public family as and when required only and resistance to take initiatives 	<ul style="list-style-type: none"> Breach the norms and values of the society Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership. Do not participate in any extra assignments 	0
					Final Score:	0

Section D: Evaluation

Particular	Score Received	% Allocated	Final Score	Supervisor's Comments	Moderation Exercise Cat.	Agency Head's Comment
B. Performance	0	70%	0	Enter Comments	Select Cat. <input type="button" value="v"/>	Enter Comments
C. Competency Behaviors	0	30%	0	Enter Comments		
		Total Score:	0			

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