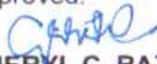


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PATRICK JOHN PIAMONTE**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

PATRICK JOHN PIAMONTE
Admin Aide IV
Date: July 12, 2024

Approved:

CHERYL C. BATISTEL
Head, DBS
Date: July 12, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
	OVPI MFO 2. Graduate Student Management Services									
UMFO 2. HIGHER EDUCATION SERVICES										
	OVPI MFO 3. Higher Education Management Services									
UMFO 3. RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	OVPI MFO 3. Registration Services									
	OVPI MFO 4. Curricular Program Management Services									
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	4	4.67	
			maintain cleanliness in the lab/lec rooms	5	5	4	4	4	4.00	
			Number of laboratory equipment properly maintained	139	60	4	4	4	4.00	
			No. of glasswares/equipment inventoried/yr	5000	300	5	4	4	4.33	
			Materials/equipment submitted to the property	20	12	5	5	4	4.67	
			% of students & faculty served on time during the scheduled lab. Classes	100%	100%	5	4	5	4.67	

	Total Over-all Rating			
	Average Rating			
	Adjectival Rating			

			26.33	
			4.39	
			Very Satisfactory	

Evaluated & Rated by:

CHB
CHERYL C. BATISTEL

Head, DBS

Date: *July 23, 2024*

Recommending Approval:

GP
GLENN G. PAJARES

Dean, CAS

Date: *July 23, 2024*

Approved by:

RS
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *July 25, 2024*

Comments & Recommendations for
Development Purpose:

*Follow working hours strictly, & be
more familiar w/ (recovery) laboratory
operations & equipment maintenance.*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: PATRICK JOHN PIAMONTE

Position: Admin. Aide IV


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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	40				
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					
Overall recommendation: Enhance Laboratory/management skills. Working time needs to be followed strictly.					


CHERYL C. BATISTEL
 Immediate Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DBS


Head of Office: CHERYL C. BATISTEL

Number of Personnel: Patrick John Piamonte

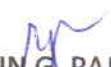
Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		
	One-on-One	Group			
Monitoring	/			DPC regularly checked attendance.	
Coaching	/			1. Mr. Piamonte was reminded to list those laboratory activities he needs training to improve his capability. 2. He was also reminded to inform his supervisor whenever he needs to travel and leave his work to attend sports-related activities. 3. He was also reminded to follow the approved working hours strictly.	

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

Conducted by:


CHERYL C. BATISTEL
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PATRICK JOHN B. PIAMONTE

Performance Rating: Very Satisfactory

Aim: To know the operation and care of all equipment in the laboratory

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

First Step:

Make sure to familiarize and practice the operation of at least 1 equipment a day

Result:

Familiar to the operation and care of lab equipment

Date: January 2024

Target Date: December 2024


Next Step:

Familiarize the operation and care of more equipment

Outcome:

Final Step/Recommendation:

Prepared by:


CHERYL C. BATISTEL
Unit Head

Conforme:


PATRICK JOHN PIAMONTE
Admin. Aide IV