

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

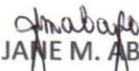
Name of Staff Member: JANE M. ABAPO

| Program Involvement<br>1                                                                                   | Numerical<br>Rating(2) | Percentage Weight<br>3 | Equivalent Numerical<br>Rating (2 x 3) |
|------------------------------------------------------------------------------------------------------------|------------------------|------------------------|----------------------------------------|
| 1. Numerical Rating per IPCR                                                                               | 4.97                   | 70%                    | 3.48                                   |
| 2. Supervisory/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.92                   | 30%                    | 1.4751                                 |
|                                                                                                            |                        | TOTAL NUMERICAL        | 4.95                                   |

EQUIVALENT NUMERICAL RATING: 4.95  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: 0

Prepared by:

  
JANE M. ABAPO  
Name of Administrative Staff

Reviewed by:

  
CANDELARIO L. CALIBO  
Department Head

Recommending Approval:

REMBERTO A. PATINDOL  
Chairman, PMT

Approved by:

  
EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, Ms. Jane M. Abapo, of the Department of Pure & Applied Chemistry, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period July 1-December 31, 2017.

Jane M. Abapo  
Ratee

Approved:

Can Delario L. Calibo  
Department Head

| MFO No. | MFO & PAPs                | Success/Performance Indicators (PI)                                                                                                         | Program/ Activities Projects | Tasks Assigned                                                | Target              | Actual Accomplishment  | Rating         |                |                |                | Remarks                              |
|---------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------|---------------------|------------------------|----------------|----------------|----------------|----------------|--------------------------------------|
|         |                           |                                                                                                                                             |                              |                                                               |                     |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                      |
| MFO:1   | Higher Education Services | PI.1. Number of solutions/glasswares prepared /day/lab                                                                                      | Instruction                  | Facilitated the preparation of solutions etc used for lab/day | 40                  | 45                     | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI.2 Number of faculty/students assisted /day/lab                                                                                           |                              | faculty students                                              | 12                  | 12                     | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI. 4 Number of glasswares/apparatus cleaned/day                                                                                            |                              | Facilitated washing of glasswares                             | 40 glasswares /week | 900                    | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI. 5 Number of chemicals listed for purchase                                                                                               |                              | prepared PR of chemicals /sem                                 | 2                   | 60                     | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI. 6 Number of times assisted/proctored exams                                                                                              |                              | Proctored exams                                               | 3 times             | 2                      | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI. 7 Number of times prepared /facilitated for practical exams                                                                             |                              | practical exams conducted/sem                                 | 1/sem               | 8                      | 5              | 5              | 5              | 5              | during Hour, Midterm and Final exams |
|         |                           | PI. 8 Prepared daily incident report/day                                                                                                    |                              | Prepared every after class training                           | 20/week             | 1/sem                  | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI. 9. Number of seminars, trainings attended                                                                                               |                              | laboratory sections assisted                                  |                     | 15/week                | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI 1: Number of lab sections and faculty served on time during the scheduled laboratory class                                               |                              | assisted faculty                                              | 10/day              | 15sections/day         | 5              | 5              | 5              | 5              |                                      |
| MFO 5:  |                           | PI 2: Percentage of requests for reagents prepared and issued during scheduled lab classes                                                  | Administrative               | Requests prepared and issued                                  | 6 faculty/day       | 15faculty/day          | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI 3. Number of thesis students performing research functions requesting for technical services                                             |                              | Thesis students served on time                                | 95%                 | 98%                    | 5              | 5              | 5              | 5              |                                      |
|         |                           | PI 4. Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week |                              | students served performing research                           | 3/day               | 4 students/day         | 5              | 5              | 5              | 5              |                                      |
|         |                           |                                                                                                                                             |                              | faculty members performing research                           | 5/week              | 4 students/faculty/day | 4              | 5              | 5              | 4.667          |                                      |
|         |                           |                                                                                                                                             |                              | faculty members performing research                           | 3/week              | 3/week                 | 5              | 5              | 5              | 5              |                                      |

|        |                                                    |                           |                                                                   |                |                     |   |   |   |                     |
|--------|----------------------------------------------------|---------------------------|-------------------------------------------------------------------|----------------|---------------------|---|---|---|---------------------|
|        | PI 5. Emergency assistance                         | Emergency assistance      | Emergency requests for assistance served within 5 mins.           | 1              | 3 students assisted | 5 | 5 | 5 | 5                   |
|        | PI 6. Number of consolidated/filled documents      | Administrative            | Consolidate/bound/file documents                                  | 15/mo.         | 15/mo.              | 5 | 5 | 5 | 5                   |
|        | PI 7. Conducts inventory every semester            | Technical services served | Submitted inventory on time                                       | 1/sem          | 1/sem               | 5 | 5 | 5 | 5                   |
|        | PI 8. Number of student evaluations conducted      |                           | Facilitated student evaluation & submits result on time           | 1/sem          | 1/sem               | 5 | 5 | 5 | 5 assigned in DLABS |
|        | Additional Output                                  | Administrative            | Attends bidding for chemicals and supplies used in the laboratory | 1/sem          | 1/sem               | 4 | 5 | 5 | 4.667               |
| MFO 6: | General Administration and Support Services (GASS) |                           |                                                                   |                |                     |   |   |   |                     |
|        | Efficient and customer friendly frontline service  | General services          | Customer assistance                                               | zero complaint | zero complaint      | 5 | 5 | 5 | 5                   |
|        | Total Over-all Rating                              |                           |                                                                   |                |                     |   |   |   | 99.33               |
|        | Average Rating                                     |                           |                                                                   |                |                     |   |   |   | 4.97                |
|        | Adjectival Rating                                  |                           |                                                                   |                |                     |   |   |   | O                   |

Received by:

TERESA L. QUIÑANOLA  
PRPEO

Date:

Calibrated by:

REMBERTO A. FATINDOL  
Chair, PMT

Date:

Recommending Approval:

REMBERTO A. FATINDOL  
VP for Admin and Finance

Date:

Received by:

EDGARDO E. TULIN  
VSU President

Date:

|                                                     |      |
|-----------------------------------------------------|------|
| Average Rating (Total Over-all rating divided by 6) | 4.97 |
| Additional Points:                                  |      |
| Punctuality                                         |      |
| Approved Additional points (with copy of approval)  |      |
| FINAL RATING                                        | 4.97 |
| ADJECTIVAL RATING                                   | O    |

Comments & Recommendations for Development Purpose:

Received by:  
TERESITA L. QUIÑANOLA  
Head, PRPEO

Calibrated by:  
REMBERTO A. PATINDOL  
Chair, PMT

Received by:  
EDGARDO E. TULIN  
VSU President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2017

Name of Staff: Jane M. Abapo

Position: Laboratory Technician

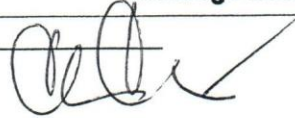
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| 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     | 2 | 3 | 4 | 5 |
| 1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.                                                                              |       |   |   | ✓ |   |
| 2. Makes self-available to clients even beyond official time                                                                                                                                                                   |       |   |   |   | ✓ |
| 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 |       |   |   |   | ✓ |
| 4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.                                                                                                          |       |   |   |   | ✓ |
| 5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks                                                                                       |       |   |   |   | ✓ |
| 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.                                                                        |       |   |   |   | ✓ |
| 7. Keeps accurate records of her work which is easily retrievable when needed.                                                                                                                                                 |       |   |   |   | ✓ |
| 8. Suggests new ways to further improve her work and the services of the office to its clients                                                                                                                                 |       |   |   |   | ✓ |
| 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                             |       |   |   |   | ✓ |
| 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              |       |   |   |   | ✓ |
| 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment                                                                                                           |       |   |   |   | ✓ |
| 12. Willing to be trained and developed                                                                                                                                                                                        |       |   |   |   | ✓ |
| Total Score                                                                                                                                                                                                                    | 59/12 |   |   |   |   |
| Average Score                                                                                                                                                                                                                  | 4.917 |   |   |   |   |

Overall recommendation: \_\_\_\_\_

  
CANDELARIO L. CALIBO  
Head, DoPAC