

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Juvylyn R. Glory

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.76	70%	3.33
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.34
Total Numerical Rating			4.67

TOTAL NUMERICAL RATING: 4.67  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: Outstanding

Prepared by:

  
MARIA ELSA M. UMPAD  
AO II

Reviewed by:

  
ERLINDA A. VASQUEZ  
Director


Approved:

  
OTHELLO B. CAPUNO  
VP for R&E

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JUVYLYN R. GLORY of the Philrootcrops commits to deliver and agree to be related on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2018.

  
JUVYLYN R. GLORY  
Ratee

  
Approved: CYNTHIA DOLORES V. GODOY  
Head of Unit

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
Analytical Services	1. Number of chemical analysis for soil and sediment samples conducted and performed	○ pH (water)	1500	345	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		○ Total Organic carbon/organic matter		334					
		○ Total N,		328					
		○ Avail N		66	5	5	4	4.67	
		○ Avail. P		330					
		○ Exchangeable K, Ca, Mg, Na		462					
		○ Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		65					
		○ Cation exchange capacity		33					
		○ Extractable Sulfate		49					
		<b>TOTAL</b>		<b>2,012</b>					
	2. Number of physical analysis for soil samples conducted and performed	○ Particle size distribution and textural class analysis	25	37	5	5	5	5	
		○ Moisture content		50					
		<b>TOTAL</b>		<b>87</b>					

	3. Number of chemical analysis for plant tissue samples conducted and performed	<ul style="list-style-type: none"> <li>○ OC/OM</li> <li>○ Total Nitrogen</li> <li>○ Total P</li> <li>○ Total K, Ca, Mg, Na</li> <li>○ Total Fe, Mn, Cu, Zn, Ni</li> <li>○ Total Cd, Pb</li> <li>○ Total carbohydrates</li> <li>○ Fiber and Fat</li> <li>○ Total Ash</li> <li>○ Chlorophyll</li> <li>○ Moisture content</li> </ul>	1200	155 704 650 578 542 56 144 76 76 79 50	5	4	4	4.33	
	4. Number of chemical analysis performed on water and organic samples	<p><b>TOTAL</b></p> <ul style="list-style-type: none"> <li>○ pH</li> <li>○ OC/OM</li> <li>○ Total Nitrogen</li> <li>○ Total P</li> <li>○ Total K, Ca, Mg, Na</li> <li>○ Total Fe, Mn, Cu, Zn, Ni</li> <li>○ Total Cd, Pb</li> <li>○ Total Ash</li> <li>○ Moisture content</li> </ul> <p><b>TOTAL</b></p>	250	<b>3,110</b>  173 30 64 29 31 5 90 1 15  <b>438</b>	5	4	4	4.33	
Research Support	1. Number of research projects assisted for physical and chemical analysis of varied sample material	<ul style="list-style-type: none"> <li>○ Number samples submitted by different research centers, academic departments , students, and government agencies</li> </ul>	1000	1450	5	5	5	5	

Other services	1. Number of clients served with zero complaint.	o Serve clients on time and with zero percent complaint.	0% complaint	0% complaint	5	5	5	5	
	2. Number of visitors, clients and students oriented and toured in the laboratory.	o Assists and helps in the orientation and touring of visitors, clients and students.	0% complaint	0% complaint	5	5	5	5	
Total Rating					5.000	4.714	4.571	4.761	

Average Rating (Total Over-all rating divided by 4)		4.76
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

To pursue further studies

To attend trainings related to the duties assigned

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

Evaluated and Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**

Director

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**

Director for Research

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**

VP for Research and Extension

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

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018  
 Name of Staff: Juvylyn R. Glory Position: Sci. Res. Assistant


**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		49/11 = 4.45				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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 : \_\_\_\_\_

  
**ERLINDA A. VASQUEZ**  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: **PHILROOTCROPS**

Head of Office: **Erlinda A. Vasquez**

Name of Faculty/Staff: **JUVYLYN GLORY**

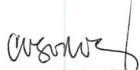
Signature:

Date: **1/25/19**

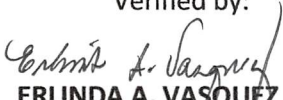
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
<b>Monitoring</b> A. Chemical Analysis	One on one discussion with lab-in-charge regarding : 1. Strategies to increase productivity with observance of quality control protocols. 2. Equipment condition 3. Supply of chemicals & other laboratory needs 4. Observance of laboratory safety at all times.	Special meetings with co-staff and lab-in-charge for special concerns such as: 1. Housekeeping 2. Waste Management 3. Mid and year-end inventory of chemicals 4. Help the Chem Tech in the sample preparation, preparation of reagents and analysis.			Ninety (90) % of submitted samples have been analyzed.
B. Report writing	One on one reminder to consolidate raw laboratory data for computation &report making	Reminder to co-staff to help in the consolidation of data.			On time delivery of results.
<b>Coaching</b> A. Laboratory analysis	One on one planning and scheduling of monthly activities with lab-in-charge				Laid out plan and schedule of activities for the laboratory.
B. Inclusion of check and reference material in the analysis.	Constant supervision on the preparation of quality control materials as well reagents.				Quality assurance of results.

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

Prepared/Conducted by:

  
**CYNTHIA DOLORES V. GODOY**  
 Immediate Supervisor

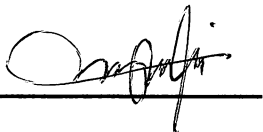
Verified by:

  
**ERLINDA A. VASQUEZ**  
 Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Juvylyn R. Glory

Signature: 

Performance Rating: Outstanding

Aim: To provide for the chemical analyses need of the VSU community, farmers, entrepreneurs, students and other interested individuals

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

Next Step:

- Continue with the analyses of all samples submitted.
- Prepare additional check samples from certified reference materials.
- Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
- Help in the preparation of documents for the PNP and PDEA permits.

Outcome: Served the chemical analyses needs of the research community of VSU, students of VSU and other SUC's, government agencies, NGO's, farmers and entrepreneurs.

Final Step/Recommendation:

To maintain productivity and strive to comply with requirements for ICP accreditation.

Date: January 2019

Target Date: June, 2019

First Step:

- Briefing of newly hired personnel regarding work assignment and orient him with housekeeping protocols to be followed.
- Meeting with co-analysts and remind them to observe quality control protocols in the analyses to attain results with high precision and accuracy.
- Quarterly inventory of chemicals, laboratory and office/janitorial supplies.
- Observance of laboratory safety rules at all times to avoid accidents.
- Prompt preparation of purchase requests to avoid delays in analyses due to lack of required reagents.
- Continue with the analyses for all samples submitted.
- Help in the preparation of necessary documents for the application of PDEA and PNP permits.

Result:

- By the end of the second quarter, ninety percent (90%) of submitted samples have been analyzed.
- Generated income more than sufficient for the maintenance and operating cost of the laboratory.
- Able to serve not only the VSU research community but also other government agencies in region 8 and Caraga regions.

Prepared by:

  
ERLINDA A. VASQUEZ  
Unit Head