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25 OCT 2022

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Verra, Mary Grace O.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	3.88	70%	2.72
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.41	30%	1.02
TOTAL NUMERICAL RATING			3.74

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **3.74**

ADJECTIVAL RATING: **Satisfactory**

Prepared and reviewed by:

MAE ANN A. BRAVO
Head, CASL

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

Approved:

MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE O. VERRA**, of CASL-OVPREI commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period March 22, 2022 to June 30, 2022.


MARY GRACE O. VERRA
Ratee

Approved:


MAE ANNA BRAVO
Head of unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks				
					Q ¹	E ²	T ³	A ⁴					
Analytical services	1. Number of chemical analyses for soil and sediment samples conducted and performed	• pH (water)	833	37									
		• Total Organic carbon/organic matter		291									
		• Total N		313									
		• Avail P		192									
		Total		833						3	4	4	3.67
	2. Number of chemical analyses for plant tissue samples conducted	• OC/OM	87	33									
		• Total Nitrogen		54									
		Total		87						3	3	4	3.33


	3. Number of chemical analyses performed on water and organic samples	<ul style="list-style-type: none"> pH OC/OM Total Nitrogen 	50	7 16 27					
		Total		50	5	4	5	4.67	
	4. Number of analytical data computed	<ul style="list-style-type: none"> Moisture Particle Size CEC Total P OC/OM Total Nitrogen Avail P Chlorophyll 	1381	5 88 100 45 291 313 263 276					
		Total		1381	3	3	4	3.33	
	5. Number of test reports prepared	To prepare analysis test reports	83	83	3	4	5	4.00	

Extension Services	<ul style="list-style-type: none"> No. of visitors/student s oriented and brief in the lab 	To assist in orienting students in the laboratory	3	3	4	4	4	4.33	
Total Over-all Rating								23.33	

Average Rating (Total Over-all rating divided by 4)		3.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		
ADJECTIVAL RATING		Satisfactory

Maybe sent for training and other capability building activities to enhance skills.

Evaluated and rated by:


MAE ANN A. BRAVO
 Head of unit
 Date: Sept. 29, 2022

Recommending Approval:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: _____

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2022

Name of Staff: MARY GRACE O. VERRA

Position: SCIENCE RESEARCH SPECIALIST

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		41				

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		17				
Average Score		$58 \div 17 = 3.41$				

Overall recommendation : Be more open to constructive criticisms and should work more and not based on her mode. Improve working attitude.


MAE ANNA BRAVO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CENTRAL ANALYTICAL SERVICES LABORATORYHead of Office: MAE ANN A. BRAVOName of Faculty/Staff: MARY GRACE O. VERRA Signature: _____Date: January 1, 2022 to June 30, 2022

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

Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Laboratory Analysis	Always remind analyst to: ✧ Use correct method of analysis for specific type of sample material. ✧ Work assignment. ✧ Expectations regarding output with emphasis on QC, GLP, etc. ✧ The importance of observing laboratory safety and housekeeping at all times.	Special meeting to come up with strategies to improve productivity.			Problems and concerns were addressed
Coaching A. Laboratory Analyses	✧ Constant reminder for observance of QC protocol. ✧ One on one sharing of ideas/ responsibility regarding validation of methods for analyses.				Lay out plan and schedule for the said activities.

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

Prepared/Conducted by:

Verified by: .

MAE ANN A. BRAVO
Head of Unit

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE O. VERRA

Performance Rating: _____

Aim: To conduct chemical analyses for all samples submitted to the laboratory, upkeep of the different laboratory equipment, and apparatus, and help maintain cleanliness in the laboratory.

Proposed Interventions to Improve Performance:

Date: March, 2022Target Date: June 30, 2022

First Step:

- Continue with the analyses of all samples submitted.
- Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
- Help in the preparation of check samples for use as QC material.

Result:

- By the end of the third quarter, ninety percent (90%) of all samples submitted had been analyzed and report of analysis released after payment of fees.
- Well maintained record for equipment usage, inventory of chemicals and calibration record of some equipment.
- Well maintained laboratory.

Date: July 1, 2022Target Date: December 31, 2022

Next Step:

- General cleaning of the laboratory, weighing and instrumentation rooms.
- Furnish a logbook for all samples submitted and ensure that each sample is properly coded and log in the log book.
- Maintain a User's logbook for each equipment in order to provide traceability of the last user in case equipment malfunctioned or not cleaned after use.
- Inventory of chemicals and laboratory supplies and up to date submission of inventory report.
- Inventory of chemical wastes as well as disposal of treated chemical wastes.
- Conduct chemical analyses on all samples on a "first come first served basis".
- Observance of laboratory safety, QC protocol & GLP at all times.

Outcome: Served the chemical analyses needs of VSU's research community and students, LGU's, NGO's, farmers, entrepreneurs and other interested individuals from Caraga and other regions.

Final Step/Recommendation:

To maintain productivity and work hard to accommodate all the chemical analyses needs of the VSU research and student community.

Prepared by:

Conforme:

MARY GRACE O. VERRA
Name of Ratee/Faculty/Staff

MAE ANN A. BRAVO
Head of Unit