



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **VICTORIA G. PALERMO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.52</b>

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**VICTORIA G. PALERMO**  
Name of Staff

Reviewed by:

**LUCIA M. BORINES**  
Department/Office Head

Recommending Approval:

**OTHELLO B. CAPUNO**

Vice President for Research, Extension & Innovation

Approved:

**OTHELLO B. CAPUNO**

Vice President for Research, Extension & Innovation

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, VICTORIA G. PALERMO, of the PLANT DISEASE DIAGNOSTIC LABORATORY commits to deliver and agree to be rated on the attainment of the following target and accomplishments in accordance with the indicated measures for the period July to December, 2020.

VICTORIA G. PALERMO

Ratee

Approved:

LUCIA M. BORINES

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO 1. Research and Support Services</b>	<b>Number of project researchers and students researcher that used the laboratory facilities with close supervision</b>	In charge in the supervision of the projects and students researchers during the operation of laboratory facilities			-	-	-	-	None due to the pandemic
<b>MFO2: Extension Services</b>	<b>Number of walk-in clients like students and researchers that demands services of the laboratory</b>	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	2	4	4.4	4.4	4.4	4.4	Few due to the pandemic
<b>MFO3: Diagnostic Services</b>	<b>Number samples analyzed through routine diagnosis, microbial analysis, isolation and purification of microorganisms</b>	Microbial Counts/Serial Dilution Plate Technique	10	16	4.6	4.6	4.6	4.6	Few due to the pandemic
	<b>Number of laboratory analysis results released</b>	Prepare the diagnostic reports/microbial analysis report and drafts management recommendations for the specific disease found	4	6	4.6	4.6	4.6	4.6	
<b>MFO4: Administrative</b>	<b>Number of Purchase Request, Reimbursement Vouchers, Job request, vouchers. Contract and</b>	Prepare, encode, sign and make messengerial/follow-	20	38	4.5	4.5	4.5	4.5	

Services	other documents prepared and made follow-ups	up works for approval of documents							
	Number of routine laboratory activities	A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room	20	36	4.5	4.5	4.5	4.5	
		B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares	50%	100%	4.5	4.5	4.5	4.5	
	Number of equipment repaired to service provider and lab repair facilitated	Request for Computer PC reformatting, facilitate the repair of PDDL backdoor, change of laboratory and laminar flow hood fluorescents lights	3	7	4.5	4.5	4.5	4.5	
	Number of laboratory annual accomplishment reports, OPCR/IPCR. PDDL Charter, Function Chart and other ISO related documents	Make and encode semi and annual accomplishments reports, OPCR/IPCR. PDDL Charter, Function Chart and other ISO related documents	2	77	4.6	4.6	4.6	4.6	
	Number of meetings and trainings related to over-all activities of the laboratory and do other task and functions requested by the head	Attend scientific fora, seminars and meetings	2	3	4.4	4.4	4.4	4.4	
MFO5: Income Generations	Service provider in-charge	Income generating services: CASH	10, 000.00	P32,000.00	4.5	4.5	4.5	4.5	
		Collectibles IN KIND ( Research project laboratory and office supplies and reagents	5,000.00	10,000.00	4.4	4.4	4.4	4.4	



Total Over-all Rating									49.5
Average Rating (Total Over-all rating divided by 4)				4.5					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING				Outstanding					

Comments & Recommendations for Development Purpose:

Trainings on the following will do good for Ms Paterino and the laboratory:

1. Computer softwares like excel, Power Point especially that she is the only staff at PDDL to process documents
2. Maintenance and if possible calibration of few equipment
3. More trainings on disease identification


Received by:

  
**LUCIA M. BORINES**  
 Head, PDDL

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

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

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director

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

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice President R, E and I

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: VICTORIA G. PALERMO Position: SCIENCE RESEARCH ASSISTANT I

**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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total $55 \div 12 = 4.58$				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**LUCIA M. BORINES**  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORIA G. PALERMO

Performance Rating: OUTSTANDING

Aim: Improve Performance

Proposed Interventions to Improve Performance:

Date: July, 1, 2020 Target Date: December, 31, 2020

First Step: 1. Conduct overtime to complete diagnosis of disease specimens and results reports

2. Attend seminar to develop knowledge and competence.

Result: 1. No complaint received from clientele.

2. Attended seminars, trainings and meetings.

Date: Jan., 1, 2021 Target Date: June 30, 2021

Next Step: 1. Needs more trainings in other computer softwares


2. Needs in retooling on laboratory equipment calibration

Outcome: 1. To improve her other duties as Ddrc of PDDL


Final Step/Recommendation: Trainings on the following will do good for Ms. Palermo and the laboratory:

1. Computer softwares like excel, powerpoint especially that she is the only staff at PDDL to process documents
2. Maintenance and if possible calibration of few equipment
3. More trainings on disease identification

Prepared by:

  
**LUCIA M. BORINES**  
Head, PDDL

Conforme:

  
**VICTORIA G. PALERMO**  
Name of Ratee