

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: VICTORIA G. PALERMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.69



ADJECTIVAL RATING: Outstanding

Prepared by: 
VICTORIA G. PALERMO
Name of Staff

Reviewed by: 
LUCIA M. BORINES
Department/Office Head

Recommending Approval:

Approved:


JOSE L. BACUSMO
Dean/Director

OTHELLO B. CAPUNO
Vice President

“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 in accordance with the indicated measures for the period January to June, 2018.

VICTORIA G. PALERMO

Ratee

Approved:

LUCIA M. BORINES


Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Research and Support Services	Number of project researchers and students researcher that used the laboratory facilities with close supervision	In charge in the supervision of the projects and students researchers during the operation of laboratory facilities	12	335	4.8	4.8	4.8	4.8	
MFO2: Extension Services	Number of farm field visits	Visits farm, collect specimens and advice farmers for control management	1	2	4.5	4.5	4.5	4.5	
	Number of walk-in clients like students and researchers that demands orientation of the activities of the laboratory and consultation services	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	20	50	4.7	4.6	4.8	4.7	
MFO3: Trainings Conducted	Number of person- trained	Demonstrate the use of equipment to students	3	105	4.8	4.7	4.6	4.7	
		Demonstrate DNA Extraction and PCR Analysis	3	5	4.8	4.7	4.5	4.7	
MFO3: Diagnostic	Number of clients served through	Entertain clients and discussed	Institution-3	6	4.6	4.7	4.7	4.7	


Services	molecular analysis, microbial analysis, routine diagnosis, isolation and purification of microorganisms	with them the nature of analysis to be done and give the approximate cost of the analysis and do the analysis	Students- 15	300	4.7	4.7	4.7	4.7	
	Number of samples analyzed	Molecular analysis:							
		a. DNA Extraction	15	50	4.7	4.6	4.6	4.6	
		b. DNA Concentration check	15	50	4.7	4.6	4.6	4.6	
		c. PCR and Enzyme Digestion	15	40	4.7	4.6	4.5	4.6	
		d. Gel Electrophoresis, Staining and Documentation	15	40	4.7	4.6	4.6	4.6	
		Microbial analysis:							
		a. Microbial Counts/Serial Dilution Technique	15	54	4.7	4.6	4.6	4.6	
		b. Isolation and pure culture maintenance	10	50	4.7	4.6	4.6	4.6	
		c. Microbial Documentation	10	200	4.7	4.7	4.7	4.7	
		d. Slide mount preparation	10	150	4.7	4.7	4.7	4.7	
	Number of clients served on time and with zero complaint	Routine Diagnosis:							
		a. Make analysis report	5	5					
		b. Served the needed cultures for student research	10	12	4.8	4.8	4.7	4.8	
					4.7	4.7	4.7	4.7	
			10	200	4.8	4.8	4.7	4.8	
MFO 4: IEC Materials Distributed	Number of DVD and IEC materials distributed	Leaflets to control Phytophthora decline disease on Jackfruit and Leaflets on How to manage Phytophthora disease of Jackfruit in the nursery, DVD on the management of the Phytophthora decline disease	2	4	4.6	4.5	4.5	4.5	
MFO5: Administrative Services	Number of Purchase Request, Reimbursement Vouchers, Travel Vouchers, Job request, Telephone bill payment, vouchers. contract and other documents prepared and make follow-ups	Prepare, encode, sign and make messengerial/follow-up works for approval of documents	20	46	4.8	4.8	4.8	4.8	

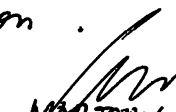
Average Rating (Total Over-all rating divided by 4)		4.465
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.65
ADJECTIVAL RATING		OUTSTANDING
Comments & Recommendations for Development Purpose: 1. She is hardworking and worked overtime to finish her diagnosis on infected plants submitted by her clientele. 2. She is very resourceful and can easily find solutions for immediate repair of damaged facilities in the lab. 3. She does all the work in PDDL such as administrative, research, routine diagnosis of plant diseased specimens, and extension. 4. She is well-rounded person showing great enthusiasm in sharing her knowledge to farmers, student-researchers, and co-researchers. 5. She attended several trainings for professional development. 6. Highly recommended for promotion.		

Rated and Evaluated by:


OTHELLO B. CAPUNO
Vice President, R & E
Date: _____

Approved by:


OTHELLO B. CAPUNO
VP, R & E
Date: _____


MARJOH NIAO
AFFILIATE STAFF, OIC-PDDL

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January June 2018

Name of Staff: VICTORIA G. PALERMO Position: SCIENCE RESEARCH SPECIALIST1

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						
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		57				
Average Score		4.75				

Overall recommendation : _____

Improving
LUCIA M. BORNES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORIA G. PALERMO

Performance Rating: OUTSTANDING

Aim: Improve Performance

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

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: July 1, 2018 Target Date: December 31, 2018

Next Step: 1. Visit farmers field for actual evaluation on infected crops and sampling of specimens if laboratory analysis is necessary.

2. Extend researchers, students and other clientele assistance during the conduct of their researches.

Outcome: 1. To improve and hasten disease diagnosis based on actual condition of farm crops.


2. Hands on training to interested individual researcher, student and other clientele

Final Step/Recommendation: 1. Give recommendations to farmers for the control of the disease through results reports.

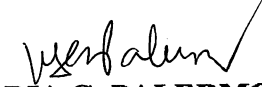
2. Give advice and guide students in conducting their thesis.

3. Share knowledge and expertise to others.

Prepared by:


LUCIA M. BORINES
Head, PDDL

Conforme:


VICTORIA G. PALERMO
Name of Ratee