

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **JANE M. ABAPO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:


Prepared by:

Reviewed by:


  
**JANE M. ABAPO**  
Name of Staff

  
**ELIZABETH S. QUEVEDO**  
Department/Office Head

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

  
**EDGARDO E. TULIN**  
President, VSU

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I Jane M. Abapo, a staff of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY, College of Arts and Sciences commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July 1, 2022 to December 31, 2022

*J. Abapo*  
JANE M. ABAPO  
Lab. Technician  
Date: 12/28/22

Approved: *E. S. Quevedo*  
ELIZABETH S. QUEVEDO  
Department Head  
Date: 01/09/23

*M. T. Loreto*  
MA. THERESA P. LORETO  
College Dean  
Date: JAN 04 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
		<u>A9.</u> Number of solutions/glasswares prepared/day/lab	Facilitated the preparation of solutions etc used for lab video presentation for Instructor	4	30	5	5	5	5.00	
		<u>A10.</u> Assisted faculties & students for their glasswares & equipment for thesis		2	101	5	5	5	5.00	
		<u>A10.</u> Prepared glasswares and chemicals reagent		3/week	10/week	5	5	5	5.00	
		<u>A11.</u> Maintained & cleaned laboratory rooms		2	4	5	5	5	5.00	
		<u>A 12.</u> Number of glasswares/apparatus cleaned/day	facilitated washing of glasswares	15/week	30/week	5	5	5	5.00	
		<u>A 13.</u> Number of chemicals listed for purchase	Prepared PPMP & PR's	25/sem	25/sem	5	5	5	5.00	
		<u>A14.</u> Number of Lab. room maintained	maintained cleanliness/orderliness	2	4	5	5	5	5.00	
		<u>A14.</u> Maintained & monitored inventory of glasswares & chemicals per semester		1/sem	1/sem	5	5	5	5.00	
		<u>A15.</u> Number of faculty & staff entertained for signing of clearane	signed department internal clearances of faculties/staff	3/week	8/week	5	5	5	5.00	



UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00		
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00		
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00		
Total Over-all Rating								60.00		
Average Rating								5.00		
Adjectival Rating								O		

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Department Head

Date: 01/03/23

Recommending Approval



MA. THERESA P. LORETO  
Dean, College of Arts and Sciences

Date: JAN 04 2023

Approved by:



BEATRIZ S. BELONIAS  
VP for Academic Affairs


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

JMA

Average Rating (Total Over-all rating divided by		5.0
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		

Comments and Recommendation for Development Purpose:
Laboratory Technician licensure examination should be taken to obtain a license
Computer program literacy and laboratory-related seminar-workshop-training should be done and participated


Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC  
Date: 01/03/23

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS  
Date: JAN 04 2023

Approved by:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction  
Date:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 2022 – December 2022**

Name of Staff: JANE M. ABAPO

Position: **LABORATORY TECHNICIAN II**

**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		57				



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+ 24=81				
Average Score		4.8				

Overall recommendation : Works well with colleagues; should take the Chemistry/Chemical Technician licensure examination.



**ELIZABETH S. QUEVEDO**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANE M. ABAPO

Performance Rating: \_\_\_\_\_

Aim: Aspire for an outstanding Administrative Staff and a licensed chemist/chemical technician

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Prepare and take the chemist/chemical Technician licensure examination;  
Attendance to workshops/training on the use of basic office computer programs and good laboratory practices

Results:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



JANE M. ABAPO

Name of Ratee Faculty/Staff