

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

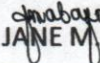
Name of Staff Member: JANE M. ABAPO

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
		TOTAL NUMERICAL	4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.93

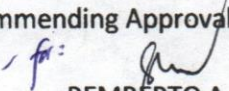
ADJECTIVAL RATING: 0

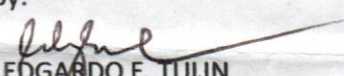
Prepared by:


JANE M. ABAPO
Name of Administrative Staff

Reviewed by:


CANDELARIO L. CALIBO
Department Head

Recommending Approval:  21 Dec 17
REMBERTO A. PATINDOL
Chairman, PMT

Approved by: 
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Jane M. Abapo, of the Department of Pure & Applied Chemistry, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2017

JANE M. ABAPO
Ratee

Approved:

CANDELARIO L. CALIBO
Department Head

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Higher Education Services	PI.1 Number of solutions/glasswares prepared /day/lab	Instruction	Facilitated the preparation of solutions etc used for lab/day	50	75	5	5	5	5	
		PI.2 Number of faculty/students assisted /day/lab		faculty students	12	12	5	5	5	5	
					1,300.00	1,300.00	5	5	5	5	
		PI. 4 Number of glasswares/apparatus cleaned/day		Facilitated washing of glasswares	60 glasswares /week	60	5	5	5	5	
		PI. 5 Number of chemicals listed for purchase		prepared PR of chemicals /sem	2	2	5	5	4	4.66667	
		PI. 6 Number of times assisted/proctored exams		Proctored exams	3 times	3	5	5	5	5	
		PI. 7 Number of times prepared /facilitated for practical exams		practical exams conducted/sem	1/sem	1	5	5	5	5	
		PI. 8 Prepared daily incident report/day		Prepared every after class	20/week	20	5	5	5	5	
		PI. 9 Number of seminars, trainings attended		training	1	1	5	5	5	5	
		PI 1: Number of lab sections and faculty served on time during the scheduled laboratory class		laboratory sections assisted	10/day	10	5	5	5	5	
MFO 5:	Support to Operations			assisted faculty	6 faculty/day	6	5	5	5	5	
		PI 2: Percentage of requests for reagents prepared and issued during scheduled lab classes	Administrative	Requests prepared and issued	90%	100	5	5	5	5	
		PI 3. Number of thesis students performing research functions requesting for technical services served on time		Thesis students served on time	5/day	10	5	5	5	5	
		PI 4. Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week		students served performing research	10/week	10	5	5	5	5	

			Emergency assistance	Emergency assistance	faculty members performing research	5/week	5	5	5	5	5	5
			PI 5. Emergency assistance	Emergency assistance	Emergency requests for assistance served within 5 mins.	1	2	5	5	5	5	5
			PI 6. Number of consolidated/filled documents	Administrative	Consolidate/bound/file documents	15/mo.	20	5	5	5	5	5
			PI 7. Conducts inventory every semester	technical services served	Submitted inventory on time	1/sem	1	5	5	5	4	4.66667
			PI 8. Number of student evaluations conducted		facilitated student evaluation & submits result on time	1/sem	1	5	5	5	5	5
												assigned in DLABS
MFO 6:			General Administration and Support Services (GASS)									
			Efficient and customer friendly frontline service	General services	Customer assistance	zero complaint	no complaint	5	5	5	5	5
			Total Over-all Rating									99.33
			Average Rating									4.97
			Adjectival Rating									

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Calibrated by:

REMBERTO A. PATINDOL

Chair, PMT

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin and Finance

Received by:

EDGARDO E. JULIN

VSU President

Date:

Date:

Date:

Date:

Average Rating (Total Over-all rating divided by 6)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Received by:
TERESITA L. QUIÑANOLA
PRPEO

Calibrated by: *[Signature]*
REMBERTO A. PATINDOL
Chair, PMT

Received by: *[Signature]*
EDGARDO E. TULIN
VSU President

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2017Name of Staff: Jane M. AbapoPosition: Laboratory Technician

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	2	3	4	5
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.				✓	
2.	Makes self-available to clients even beyond official time					✓
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					✓
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.				✓	
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks				✓	
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.				✓	
7.	Keeps accurate records of her work which is easily retrievable when needed.				✓	
8.	Suggests new ways to further improve her work and the services of the office to its clients				✓	
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				✓	
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				✓	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment				✓	
12.	Willing to be trained and developed				✓	
Total Score		58/60				
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					
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.					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.					✓
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.				✓	
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					✓
Total Score					58/12
Average Score					4.83

Overall recommendation : _____


CANDELARIO L. CALIBO
Head, DoPAC