

# OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: <a href="mailto:prpeo@vsu.edu.ph">prpeo@vsu.edu.ph</a> Website: www.vsu.edu.ph

## 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	4.55	70%	3.19
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
		TOTAL NU	MERICAL RATING	4.54

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

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

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.54

4.54

4.54

**OUTSTANDING** 

Prepared by:

VICTORIA G. PALERMO Name of Staff

Reviewed by:

ROBELYN T. PIAMONTE
Department/Office Head

Recommending Approval:

ROSA OPHELIA D. VELARDE Director for Research

Approved:

MARIA JULIET C. CENIZA

Vice President Research, Extension & Innovation

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

I, <u>VICTORIA G. PALERMO</u>, of the <u>PLANT DISEASE DIAGNOSTIC LABORATORY</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January</u> to <u>June</u>, 2022.

VICTORIA G. PALERMO

Approved:

ROBELYN T. PIAMONTE

Head of Unit

				Actual		Ra	Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	2	15	4.8	4.8	4.8	4.8	
MFO2: Extension Services	Number of walk-in clients like students and researchers that demands services of the laboratory	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	3	39	4.4	4.4	4.4	4.4	
MFO3: Diagnostic Services	Number samples analyzed through routine diagnosis and microbial analysis	In charge in Microbial Counts/Serial Dilution Plate Technique, routine diagnosis, microscopic examination, isolation and purification, of pathogen and documentation	3	3	4.6	4.6	4.6	4.6	Few due to the pandemic
	Number of laboratory analysis results released	Prepare the diagnostic reports/microbial analysis report and drafts management recommendations for the specific disease found Prepare Plant Disease Diagnostic	2	4	4.6	4.6	4.6	4.6	

umber of Purchase Request, simbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and ade follow-ups	Prepare, encode, sign and make messengerial/follow- up works for approval of documents	10	40	4.5	4.5	4.5	4.5	
	Received documents from other offices	7	41	4.5	4.5	4.5	4.5	
umber of routine laboratory tivities	A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room	36	36	4.6	4.6	4.6	4.6	
	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	
umber of equipment repaired to rvice provider and lab repair cilitated	Request for Computer PC reformatting, AVR of the laboratory	2	2	4.5	4.5	4.5	4.5	
umber of laboratory complishment reports, PCR/IPCR and other ISO related ocuments	Make and encode quarterly and semi accomplishments reports, OPCR/IPCR. and other ISO related documents	5	34	4.6	4.6	4.6	4.6	
umber of meetings and trainings lated to over-all activities of the boratory and do other task and nctions requested by the head	Attend scientific fora, seminars and meetings	1	5	4.5	4.5	4.5	4.5	
rvice provider in-charge	Income generating services: CASH	P2,500.00	P3,675.00 P 3,760.00	4.5	4.5	4.5	4.5	
								54.6
CH S UII C UII C UII C	imbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and ade follow-ups  umber of routine laboratory tivities  umber of laboratory complishment reports, PCR/IPCR and other ISO related ocuments  umber of meetings and trainings lated to over-all activities of the poratory and do other task and inctions requested by the head	make messengerial/follow- up works for approval of documents Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Request for Computer PC reformatting, AVR of the laboratory complishment reports, PCR/IPCR and other ISO related comments  Imber of meetings and trainings lated to over-all activities of the coratory and do other task and inctions requested by the head  Income generating services:	make messengerial/follow- up works for approval of documents  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Request for Computer PC reformatting, AVR of the laboratory complishment reports, PCR/IPCR and other ISO related focuments  Attend scientific fora, seminars and meetings  Income generating services:  Income generating services:	make messengerial/follow- up works for approval of documents  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Request for Computer PC reformatting, AVR of the laboratory complishment reports, PCR/IPCR and other ISO related cuments  Make and encode quarterly and semi accomplishments reports, OPCR/IPCR and other ISO related cuments  Make and encode quarterly and semi accomplishments reports, OPCR/IPCR and other ISO related documents  Attend scientific fora, seminars and meetings  Income generating services:  CASH  P2,500.00  P3,675.00	imbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and ade follow-ups  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Request for Computer PC reformatting, AVR of the laboratory complishment reports, PCR/IPCR and other ISO related coments  Attend scientific fora, seminars and meetings  Income generating services:  CASH  P2,500.00  P3,675.00  4.5	imbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and ade follow-ups  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Imber of equipment repaired to rivice provider and lab repair cilitated  Make and encode quarterly and semi accomplishments reports, OPCR/IPCR and other ISO related cuments  Attend scientific fora, seminars and meetings  Income generating services:  CASH  P2,500.00  P3,675.00  4.5  4.5  4.5  4.5  4.5  4.5  4.5	imbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and add follow-ups  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Imber of equipment repaired to revice provider and lab repair cilitated  Request for Computer PC reformatting, AVR of the laboratory complishment reports, CPCR/IPCR and other ISO related documents  Attend scientific fora, seminars and meetings  Income generating services: CASH  P2,500.00 P3,675.00 4.5 4.5 4.5 4.5	imbursement Vouchers, Job quest, vouchers. Contract and her documents prepared and ade follow-ups  Received documents from other offices  Received documents from other offices  A. Clean and maintain functional laboratory equipment and cleanliness of laboratory room  B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares  Request for Computer PC reformatting, AVR of the laboratory complishment repaired to rovice provider and lab repair cilitated  Attend scientific fora, seminars and meetings  Attend scientific fora, seminars and meetings  Income generating services:  CASH  P2,500.00  P3,675.00  4.5  4.5  4.5  4.5  4.5  4.5  4.5

Average Rating (Total Over-all rating divided by 4)	4.55
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
INAL RATING	
ADJECTIVAL RATING	Outstanding

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2002 Job!							

Evaluated and Rated by:

ROBELYN T. PIAMONTE Head, PDDL

Date:\_

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

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director

Date:

Approved by:

Vice President R, E and I



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2022 Name of Staff: VICTORIA G. PALERMO\_\_

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. C	commitment (both for subordinates and supervisors)		5	Scale	Э	
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



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	Total Score		5	54		
	eadership & Management (For supervisors only to be rated by higher supervisor)		9	Scale	Э	
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			4.5		

Overall recommendation

4 T

Very responsible and works well with less supervision.

ROBELYN T. PIAMONTE
Printed Name and Signature
Head of Office

### Exhibit L

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	TICTORIA G. PALERMO
Performance Rating:	DUTSTANDING
Aim: Improve Perform	nance
Proposed Interventions to	Improve Performance:
Date: _January, 1, 2022	Target Date:_June. 30, 2022
AND DESCRIPTION OF THE PARTY OF	available to clients even beyond official time.
2. Attend semi	nar to develop knowledge and competence.
Result: 1.No complaint re  2. Attended semin  Date: July 1, 2022	Target Date: _December 31,2022
	trainings in other computer softwares
2. Attendance	to seminars and webinars in plant disease diagnosis
Outcome:1. To improve	her other duties as Ddrc of PDDL
Final Step/Recommendate	<ul> <li>Trainings on the following will do good for Ms. Palermo and the laboratory:</li> <li>She needs more trainings on some computer softwares and use of online platforms to adopt to the rigorous of the new normal</li> <li>Maintenance and if possible calibration of few equipment</li> <li>More trainings on disease identification</li> </ul>

Prepared by:

ROBELYN T. PIAMONTE OIC, Head, PDDL

Conforme:

VICTORIA G. PALERMO Name of Ratee