

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	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.3	30%	1.29
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

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:

BEATRIZ S. BELONIAS
VP for Academic Affairs

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 to December 2021

J. Abapo
JANE M. ABAPO
Lab. Technician
Date: _____


Approved: *E. S. Quevedo*
ELIZABETH S. QUEVEDO
Department Head
Date: _____

M. T. Loreto
MA. THERESA P. LORETO
College Dean
Date: Feb. 8, 2022


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										
		A9. Number of solutions/glasswares prepared/day/lab	Facilitated the preparation of solutions etc used for lab video presentation for Instructor	6	7	5	5	5	5.00	
		A10. Number of assisted faculty/students in returning glasswares used after thesis	Assisted faculties & students for their glasswares & equipment for thesis	2	3	5	5	5	5.00	
		A10. Number of assisted laboratory instructor in preparing chemical reagents, apparatus, glasswares for video presentation during pandemic	Prepared glasswares and chemicals reagent	3/week	3/week	5	5	5	5.00	
		A11. Number of laboratory room cleaned	Maintained & cleaned laboratory rooms	2	3	5	5	5	5.00	
		A12. Number of glasswares/apparatus cleaned/day	facilitated washing of glasswares	15/week	105/week	5	5	5	5.00	
		A13. Number of chemicals listed for purchase	Prepared PPMP & PR's	25/sem	25/sem	5	5	5	5.00	
		A14. Number of Lab. room maintained	maintained cleanliness/orderliness	2	25/sem	5	5	5	5.00	
		A14. Number of inventory of glasswares and chemical every semester	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	3/week	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8</u> . Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	<u>A 44</u> . 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	
		<u>A 45</u> . 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	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2</u> . Zero percent complaint from clients served	<u>A 46</u> . 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: _____

Recommending Approval


MA. THERESA P. LORETO
 Dean, College of Arts and Sciences
 Date: Feb. 8, 2022

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: 2/17/22

Average Rating (Total Over-all rating divided by	
Additional Points:	
Punctuality	
Approved Additional points (with copy of	
FINAL RATING	5.00
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

Should take the PRC Board Examination
for chemist/chemical technician.

Evaluated & Rated by:

Recommending Approval: Approved by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date: _____



MA. THERESA P. LORETO

Dean, CAS

Date: Feb. 8, 2022



BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 2/17/22

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2021**

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

Position: **LAB. TECHNICIAN 11**


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	50 + 23 = 73				
Average Score	4.3				

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, 2022

Target Date: June 2022

First Step:

Preparing and taking of the chemist/chemical Technician licensure examination

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