



**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	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.85


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**  
Head, DoPAC

Recommending Approval:

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

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

"Exhibit B"

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 January 1 to June 30, 2022.

*J. Abapo*  
JANE M. ABAPO  
Lab. Technician  
Date: \_\_\_\_\_

Approved: *E. Quevedo*  
ELIZABETH S. QUEVEDO  
Department Head  
Date: June 30, 2022


*M. Loreto*  
MA. THERESA P. LORETO  
College Dean  
Date: \_\_\_\_\_

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	4	5	5	5	5.00	
		<u>A10</u> . Assisted faculties & students for their glasswares & equipment for thesis		2	2	5	5	5	5.00	
		<u>A10</u> . Prepared glasswares and chemicals reagent		3/week	3/week	5	5	5	5.00	
		<u>A11</u> . Maintained & cleaned laboratory rooms		2	2	5	5	5	5.00	
		<u>A 12</u> . Number of glasswares/apparatus cleaned/day	facilitated washing of glasswares	15/week	15/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	2	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	3/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 the core processes of the	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	
	On program accreditations								
	On institutional accreditations								
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: June 30, 2022

Recommending Approval

  
**MA. THERESA P. LORETO**  
 Dean, College of Arts and Sciences  
 Date: \_\_\_\_\_


Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: \_\_\_\_\_

Average Rating (Total Over-all rating divided by		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
<p>Laboratory Technician licensure examination should be taken to obtain a license</p> <p>Attendance to seminar-workshop-training on computer program literacy should be done</p> <p>Commitments on assigned tasks should be met</p>

Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date: June 30, 2022


Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean, CAS

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

Approved by:

  
**BEATRIZ S. BELONIAS**

VP for Academic Affairs

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January, 2022-June, 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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		54+ 23=77				
Average Score		4.5				

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



**ELIZABETH S. QUEVEDO**  
Printed Name and Signature

Head of Office



## PERFORMANCE MONITORING & COACHING JOURNAL

√	1st	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee: JANE M. ABAPO

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in generating office documents; Take the PRC board/licensure examination for chemists/chemical technician; Apply for chemist/chemical technician license without examination				Needs time to review for the PRC board licensure examination
Coaching	One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings;				Needs more time to familiarize the use of computer for various applications

Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

Noted:

  
**ELIZABETH S. QUEVEDO**  
Immediate Supervisor

  
**MA. THERESA P. LORETO**  
Next Higher Supervisor

## 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: July, 2022

Target Date: December, 2022

First Step:

Preparing and taking of the chemist/chemical Technician licensure examination

Attendance to workshops/training on the use of basic office computer programs

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