


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

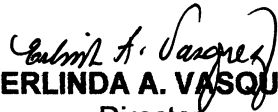
Name of Administrative Staff: **Glory, Juvylyn R..**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.56	70%	3.19
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.39
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:  
  
**MARIA ELSA M. UMPAD**  
Administrative Officer

Reviewed by:  
  
**ERLINDA A. VASQUEZ**  
Director

Approved:  
  
**OTHELLO B. CAPUNO**  
Vice President

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

I, **JUVYLYN R. GLORY** of the Philrootcrops commits to deliver and agree to be related on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY** to **JUNE**, 2018.

  
**JUVYLYN R. GLORY**  
 Ratee

  
 Approved: **CYNTHIA DOLORES V. GODOY**  
 Head of Unit

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Analytical Services	1. Number of analytical works conducted and performed.  • Number of chemical analysis for soil and sediment samples conducted and performed	○ pH (water)	2500	831					
		○ Total Organic carbon/organic matter		901					
		○ Total N,		853					
		○ Avail. P		789					
		○ Exchangeable K, Ca, Mg, Na		1325					
		○ Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		837					
		○ Cation exchange capacity		354					
		○ Extractable Sulfate		135					
		<b>TOTAL</b>		<b>6025</b>	<b>5.0</b>	<b>4.9</b>	<b>4.9</b>	<b>4.93</b>	

	<ul style="list-style-type: none"> <li>Number of physical analysis for soil samples conducted and performed</li> </ul>	<ul style="list-style-type: none"> <li>Particle size distribution and textural class analysis</li> <li>Moisture</li> </ul>	75	98					
			150	200					
		<b>TOTAL</b>		<b>298</b>	4.6	4.5	4.5	4.53	
	<ul style="list-style-type: none"> <li>Number of chemical analysis for plant tissue samples conducted and performed</li> </ul>	<ul style="list-style-type: none"> <li>OC/OM</li> <li>Total Nitrogen</li> <li>Total P</li> <li>Total K, Ca, Mg, Na</li> <li>Total Fe, Mn, Cu, Zn, Ni</li> <li>Total Cd, Pb</li> <li>Total carbohydrates</li> <li>Fiber and Fat</li> </ul>	1500	43					
				373					
				275					
				1059					
				768					
				96					
				457					
				138					
		<b>TOTAL</b>		<b>3209</b>	5.0	4.8	4.8	4.86	
	<ul style="list-style-type: none"> <li>Number of chemical analysis performed on water and organic samples</li> </ul>	<ul style="list-style-type: none"> <li>pH</li> <li>OC/OM</li> <li>Total Nitrogen</li> <li>Total P</li> <li>Total K, Ca, Mg, Na</li> <li>Total Fe, Mn, Cu, Zn, Ni</li> <li>Total Cd, Pb</li> </ul>	200	20					
				26					
				105					
				44					
				5713					
				67					
				30					
		<b>TOTAL</b>		<b>349</b>	4.7	4.7	4.7	4.70	

	4. Number of visitors, clients and students oriented and toured in the laboratory.	o Assists and helps in the orientation and touring of visitors, clients and students.	0% complaint	0% complaint	5	5	4	4.67	
Total Rating									

Average Rating (Total Over-all rating divided by 4)	4.56	
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very satisfactory

To go on further studies (MS in related course  
Trainings on laboratory maintenance,  
and other chemical analyses.

Recommending Approval:

Approved by:

Evaluated and Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
Director for Research

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
Vice President for Research and Extension

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

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Juvylyn R. Glory Position: Sci.Res. Asst.

**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		51/11				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.64				

Overall recommendation : \_\_\_\_\_

Ermita A. Laguer  
Name of Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office: PHILROOTCROPS**

**Head of Office: Erlinda A. Vasquez**

**Name of Faculty/Staff: JUVYLYN GLORY**

Signature: 

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

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
<b>Monitoring</b>					
A. Chemical Analysis	One on one discussion with lab-in-charge regarding : 1. Strategies to increase productivity with observance of quality control protocols. 2. Equipment condition 3. Supply of chemicals & other laboratory needs 4. Observance of laboratory safety at all times.	Special meetings with co-staff and lab-in-charge for special concerns such as: 1. Housekeeping 2. Waste Management 3. Mid and year-end inventory of chemicals 4. Help the Chem Tech in the sample preparation, preparation of reagents and analysis.			Ninety (90) % of submitted samples have been analyzed.
B. Report writing	One on one reminder to consolidate raw laboratory data for computation & report making	Reminder to co-staff to help in the consolidation of data.			On time delivery of results.
<b>Coaching</b>					
A. Laboratory analysis	One on one planning and scheduling of monthly activities with lab-in-charge				Laid out plan and schedule of activities for the laboratory.
B. Preparation of quality check samples and standard reagents	Constant supervision on the preparation of quality control materials as well reagents.				Quality assurance of results.

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

Prepared/Conducted by:

Verified by:


*Cynthia*  
**CYNTHIA DOLORES V. GODOY**  
Immediate Supervisor

ERLINDA A. VASQUEZ  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Juvylyn R. Glory

Signature: 

Performance Rating: **Very Satisfactory**

Aim: To provide for the chemical analyses need of the VSU community, farmers, entrepreneurs, students and other interested individuals

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June, 2018

First Step:

- Meeting with co- analysts regarding assignment of specific parameter to work on and discuss strategy/ies to increase productivity.
  - Meeting with co-analysts and remind them to observe quality control protocol in the analyses to attain results with high precision and accuracy.
  - Quarterly inventory of chemicals, laboratory and office/janitorial supplies.
  - Prompt preparation of purchase requests to avoid delays in analyses due to lack of required reagents.
  - Observe laboratory safety rules at all times.
- 
- Help in the preparation of necessary documents for the application of accreditation to ICP.
- 

Result:

- By the end of the second quarter, ninety percent (90%) of submitted samples have been analyzed.
  - Generated income more than sufficient for the maintenance and operating cost of the laboratory.
  - Able to serve not only the VSU research community but also other government agencies in region 8 and Caraga regions.
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Date: July 2018

Target Date: December 2018

Next Step:

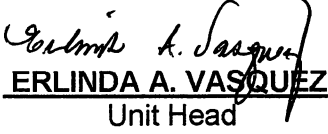
- Continue with the analyses of all samples submitted.
  - Prepare additional check samples from certified reference materials.
  - Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
  - Help in the preparation of documents for the PNP and PDEA permits.
- 

Outcome: Served the chemical analyses needs of the research community of VSU, students of VSU and other SUC's, government agencies, NGO's, farmers and entrepreneurs.

Final Step/Recommendation:

To maintain productivity and strive to comply with requirements for ICP accreditation.

Prepared by:

  
ERLINDA A. VASQUEZ  
Unit Head