



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.86	70%	3.40
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.82**

ADJECTIVAL RATING: **Outstanding**

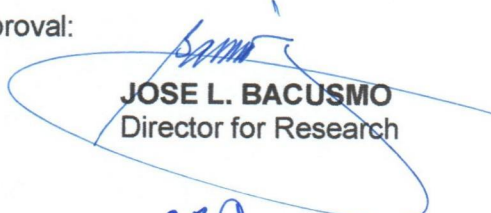
Prepared by:

  
**MARIA ELSA M. UMPAD**  
AO II

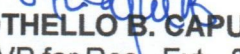
Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Res., Ext., &  
Innovation

# **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 **JULY** to **DECEMBER** 2020.

  
**JUVYLYN R. GLORY**  
 Ratee

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

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
Analytical Services	1. Number of chemical analysis for soil and sediment samples conducted and performed	o pH (water)	500	151	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		o Total Organic carbon/organic matter		101					
		o Total N,		132					
		o Avail P		108					
		o Exchangeable Al		5					
		o Exchangeable K, Ca, Mg, Na		304					
		o Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		237					
		o Cation exchange capacity		21					
		o Extractable Sulfate		66					
		<b>TOTAL</b>		<b>1125</b>	5	5	5	5	
	2. Number of physical analysis for soil samples conducted and performed	o Particle size distribution and textural class analysis	25	37					
		o Moisture content		20					
		<b>TOTAL</b>		<b>57</b>	5	5	5	5	

	<p>3. Number of chemical analysis for plant tissue samples conducted and performed</p>	<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> <li>○ Total Ash</li> <li>○ Chlorophyll</li> <li>○ Moisture content</li> </ul> <p><b>TOTAL</b></p>	<p>500</p>	<p>175 331 993 933 310 30 15  10  2797</p>	<p>5</p>	<p>4</p>	<p>5</p>	<p>4.67</p>	
	<p>4. Number of chemical analysis performed on water and organic samples</p>	<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> <li>○ Total Ash</li> <li>○ Moisture content</li> </ul> <p><b>TOTAL</b></p>	<p>10</p>	<p>2 1 2 2 1 1 1 5 15</p>	<p>5</p>	<p>1.8</p>	<p>4.6</p>	<p>4.51</p>	



Research Support	1. Number of research projects assisted for physical and chemical analysis of varied sample material	<ul style="list-style-type: none"> <li>Number samples submitted by different research centers, academic departments, students, and government agencies</li> </ul>	500	513	5	4	5	4.67	
Other services	1. Number of clients served with zero complaint. 2. Number of visitors, clients and students oriented and toured in the laboratory.	<ul style="list-style-type: none"> <li>Serve clients on time and with zero percent complaint.</li> <li>Assists and helps in the orientation and touring of visitors, clients and students.</li> </ul>	0% complaint  0% complaint	0% complaint  0% complaint	5	5	5	5	20 visitors
Total Rating									

Average Rating (Total Over-all rating divided by 4)		4.86
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

To take the Chemistry licensure examination.


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

Evaluated and Rated by:

  
ERLINDA A. VASQUEZ  
Director


Date \_\_\_\_\_

Recommending Approval:

  
JOSE L. BACUSMO  
Director for Research

Date \_\_\_\_\_

Approved by:

  
OTHELLO B. CAPUNO  
VP for Research & Extension

Date \_\_\_\_\_





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Juvylyn R. Glory

Position: Science Research Assistant

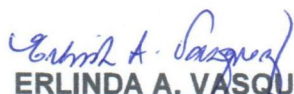
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<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					
Average Score	4.72				

Overall recommendation : Outstanding

  
**ERLINDA A. VASQUEZ**  
 Printed Name and Signature  
 Head of Office




# PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: PHILROOTCROPS

Head of Office: Cynthia Dolores V. Godoy

Name of Faculty/Staff: JUVYLYN R. GLORY

Signature: 

Date: July to December 2020

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

Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
	<b>Monitoring</b> A. Laboratory Analysis	Always remind analyst to : ✧ Use correct method of analysis for specific type of sample material. ✧ Work assignment. ✧ Expectations regarding output with emphasis on QC, GLP, etc. ✧ The importance of observing laboratory safety and housekeeping at all times.	Special meeting to come up with strategies to improve productivity.		
<b>Coaching</b> A.Laboratory Analyses	✧ Constant reminder for observance of QC protocol. ✧ One on one sharing of ideas/ responsibility regarding validation of methods for analyses.				Lay out plan and schedule for the said activities.

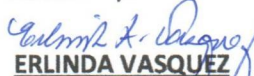
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Prepared/Conducted by:

  
CYNTHIA DOLORES V. GODOY

Immediate Supervisor  
Supervisor

Verified by:


  
ERLINDA VASQUEZ

Next Higher

cc: OVPI  
ODAHRD  
PRPEO



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUVYLYN R. GLORYSignature: **Performance Rating:**

Aim: To conduct chemical analyses for all samples submitted to the laboratory, upkeep of the different laboratory equipment and apparatus, and help maintain cleanliness in the laboratory.

Proposed interventions to improve Performance:

Date: July 1, 2020Target Date: December 31, 2020**First Step:**

- 
- Continue with the analyses of all samples submitted.
  - Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
  - Help in the preparation of check samples for use as QC material.

**Result:**

- 
- By the end of the third quarter, ninety percent (90%) of all samples submitted had been analyzed and report of analysis released after payment of fees.
  - Well maintained record for equipment usage, inventory of chemicals and calibration record of some equipment.
  - Well maintained laboratory.
- 

Date: January 1, 2021Target Date: June 30, 2021**Next Step:**

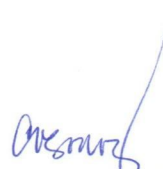
- 
- General cleaning of the laboratory, weighing and instrumentation rooms.
  - Furnish a logbook for all samples submitted and ensure that each sample is properly coded and log in the log book.
  - Maintain a User's logbook for each equipment in order to provide traceability of the last user in case equipment malfunctioned or not cleaned after use.
  - Inventory of chemicals and laboratory supplies and up to date submission of inventory report.
  - Inventory of chemical wastes as well as disposal of treated chemical wastes.
  - Conduct chemical analyses on all samples on a "first come first served basis".
  - Observance of laboratory safety, QC protocol & GLP at all times.
- 

Outcome: Served the chemical analyses needs of VSU's research community and students, LGU's, NGO's, farmers, entrepreneurs and other interested individuals from Caraga and other regions.

Final Step/Recommendation: To take the Chemistry Licensure Examination.

To maintain productivity and work hard to accommodate all the chemical analyses needs of the VSU research and student community.

Prepared by:

  
**CYNTHIA DOLORES V. GODOY**  
Unit Head