



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	30%	1.39
TOTAL NUMERICAL RATING			4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING 4.65

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 **JANUARY** to **JUNE**, 2020.


JUVYLYN R. GLORY
 Ratee


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

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Analytical Services	1. Number of chemical analysis for soil and sediment samples conducted and performed	o pH (water)	1500	271					
		o Total Organic carbon/organic matter		366					
		o Total N		540					
		o Avail P		345					
		o Exchangeable Al		36					
		o Exchangeable K, Ca, Mg, Na		1275					
		o Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		1482					
		o Cation exchange capacity		6					
		o Extractable Sulfate		184					
		TOTAL		4505	5	4.5	4.8	4.76	

	2. Number of physical analysis for soil samples conducted and performed	<ul style="list-style-type: none"> ○ Particle size distribution and textural class analysis ○ Moisture content 	75	51					
		TOTAL		30					
				81	5	4.5	4.8	4.72	
	3. Number of chemical analysis for plant tissue samples conducted and performed	○ OC/OM	1000	24					
		○ Total Nitrogen		349					
		○ Total P		207					
		○ Total K, Ca, Mg, Na		442					
		○ Total Fe, Mn, Cu, Zn, Ni		238					
		○ Total Cd, Pb		180					
		○ Total carbohydrates		574					
		○ Fiber and Fat		6					
		○ Total Ash		47					
		○ Chlorophyll		77					
	4. Number of chemical analysis performed on water and organic samples	○ Moisture content	50	10					
		TOTAL		2154	5	4.8	4.8	4.87	
		○ pH		9					
		○ OC/OM		9					
		○ Total Nitrogen		12					
		○ Total P		11					
		○ Total K, Ca, Mg, Na		18					
		○ Total Fe, Mn, Cu, Zn, Ni		0					
		○ Total Cd, Pb		0					
		○ Total Ash		0					
		○ Moisture content		0					
		TOTAL		59	4	4.6	4.8	4.47	

Research Support	1. Number of research projects assisted for physical and chemical analysis of varied sample material	<ul style="list-style-type: none"> Number samples submitted by different research centers, academic departments, students, and government agencies 	500	801	5	5	5	5	
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"> Serve clients on time and with zero percent complaint. Assists and helps in the orientation and touring of visitors, clients and students. 	0% complaint 0% complaint	0% complaint 0% complaint	5 4	4.5 4	4.5 4	4.67 4	
Total Rating					33	31.9	32.7	32.53	

Average Rating (Total Over-all rating divided by 4)	4.647	
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

1- Quality

2- Efficiency

3- Timeliness

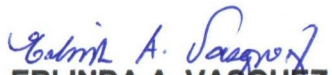
4- Average

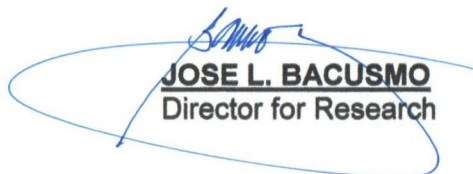
Comments and Recommendations:
To take the licensure
examination for Chemist

Evaluated and Rated by:

Recommending Approval:

Approved by:


ERLINDA A. VASQUEZ
Director, PhilRootcrops


JOSE L. BACUSMO
Director for Research


OTHELLO B. CAPUNO
VP for Research & Extension

Date _____

Date _____

Date _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: Glory, Juvlyn R.

Position:

Science 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					
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					
Average Score	9.63				

Overall recommendation : outstanding

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
 ERLINDA A. VASQUEZ
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 st	Q U A R T E R
X	2 nd	
	3 rd	
	4 th	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Juvilyn R. Glory

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on tasks assigned	Staff meetings under the laboratory	Issuance of internal memo		Progress / accomplishments within the desired target of CASL
Coaching	Coaching through one-on-one discussion on the assigned tasks Coaching on coping-up with the constructive feedback from clients	Staff meetings under the laboratory	Issuance of internal memo		Progress / accomplishments within the desired target of CASL

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

Conducted by:

Cynthia Dolores V. Godoy

CYNTHIA DOLORES V. GODOY

Project Leader / CASL In-charge

Noted:

Erlinda A. Vasquez

ERLINDA A. VASQUEZ

Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUVYLYN R. GLORY**Performance Rating: **Outstanding**Aim: To maintain the Central Analytical Services Lab
To provide good service to clientele

Proposed Interventions to Improve Performance:

Date: January 1, 2020Target Date: June 30, 2020

First Step:

Maintains the CASL (equipment, chemicals and glasswares)
Attends trainings in relation to soil, plant tissue and water analysis
Assists project leader in the conduct of the project

Result:

-
- Well maintained CASL
 - Trainings were not realized due to COVID
 -
-

Date: July 1, 2020Target Date: Dec 31, 2020

Next Step:

Continue with the maintenance of the CASL

Outcome: Well maintained and protected database
Research projects implemented

Final Step/Recommendation:

- To maintain performance and or exceed the current performance
- To attend capability build-up trainings

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:



Name of Ratee / Faculty/Staff