

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: JANE M. ABAPO

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		TOTAL NUMERICAL	4.95


EQUIVALENT NUMERICAL RATING: 4.95
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: 0


Prepared by:


JANE M. ABAPO
Name of Administrative Staff



Reviewed by:


CANDELARIO L. CALIBO
Department Head

Recommending Approval:

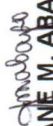

REMBERTO A. PATINDOL
Chairman, PMT

Approved by:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, Ms. Jane M. Abapo, of the Department of Pure & Applied Chemistry, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1-December 31, 2016.


JANE M. ABAPO
(Ratee)


Approved: 
CANDELARIO L. CALIBO
Department Head

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Higher Education Services	PI.1.Number of solutions/glasswares prepared /day/lab	Instruction	Facilitated the preparation of solutions etc used for lab/day	95%	100%	5	5	5	5	
		PI.2 Number of faculty/students assisted		Assisted faculty/students	98%	100%	5	5	5	5	
		PI. 3Number of borrowers slip prepared /day/lab		Number of borrowers slip prepared	95%	100%	5	5	5	5	
		PI. 4 Number of glasswares/apparatus cleaned/day		Facilitated washing of glasswares	95%	100%	5	5	5	5	
		PI. 5 Number of chemicals listed for purchase		Facilitated purchase of chemicals	98%	100%	5	5	4	4.667	chemicals requested did not arrived on time (very delayed)
		PI. 6 Number of times assisted/proctored exams		Proctored exams	3 times	3 times	5	5	5	5	
		PI. 7 Number of times prepared /facilitated for practical exams		Prepared/facilitated practical exams	1/sem	1/sem	5	5	5	5	
		PI. 8 Prepared daily incident report/day		Prepared every after class	once a week		5	5	5	5	
MFO 5:	Support to Operations	PI. 9. Number of trainings attended		training	1		5	5	5	5	Chemical Security and Safety Training (CSST)
				workshop	1		5	5	5	5	Best Practices and Challenges Toward Sustainability in Laboratory Management
				laboratory sections assisted	10/day	10/day	5	5	5	5	
				assisted faculty	6 faculty/day	6 faculty/day	5	5	5	5	
				Requests prepared and issued	95%	100%	5	5	5	5	
		PI 1: Number of lab sections and faculty served on time during the scheduled	Administrative	No. of thesis students served on time	20		5	5	5	5	
		PI 2: Percentage of requests for reagents prepared and issued during scheduled lab	Administrative								
		PI 3: Number of thesis students performing research functions requesting for technical services served on time	technical services served								


	PI 4. Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week	technical services served	Assisted students in performing research	10/week	10/week	5	5	5	5
			Assisted faculty performing research	3/week	3/week	5	5	5	5
	PI 5. Emergency assistance	Emergency assistance	Assisted students on emergency cases	1	2	5	5	5	5
	PI 6. Number of consolidated/filled documents	Administrative	Consolidated/bound/filled documents	15	20	5	5	5	5
	PI 7. Conducts inventory every semester	technical services served	Submits inventory conducted	1/sem	1/sem	5	5	4	4.667
	PI 8. Number of student evaluations conducted		facilitated student evaluation & submits result on time	1/sem	1/sem	5	5	5	5 assigned in DLABS
MFO 6:	General Administration and Support Services								
	Efficient and customer friendly frontline service	General services	Customer assistance	0% complaint	0% complaint	5	5	5	5
	Total Over-all Rating								104.3
	Average Rating								4.97
	Adjunctive Rating								

Received by:

DANIEL M. TOLDT
Head, Planning Office

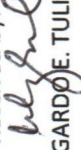
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chair, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Received by:

EDGARDO E. TULIN
VSU President

Date: _____

Average Rating (Total Over-all rating divided by 6)	4.97
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.97
ADJECTIVAL RATING	O


Comments & Recommendations for Development Purpose:

Received by:

DANIEL M. TUDTUD
Head, Planning Office

Calibrated by:

REMBERTO A. PATINDOL
Chair, PMT

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Instruction

Received by:

EDGARDO E. TULIN
VSU President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2016

Name of Staff: JANE M. ABAPO

Position: Lab Technician


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	2	3	4	5
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.				✓	
2. Makes self-available to clients even beyond official time					✓
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					✓
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					✓
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.					✓
7. Keeps accurate records of her work which is easily retrievable when needed.					✓
8. Suggests new ways to further improve her work and the services of the office to its clients					✓
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					✓
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					✓

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment						✓
12. Willing to be trained and developed						✓
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						
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.						
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.						
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.						
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						
Total Score	59/12					
Average Score	4.92					

Overall recommendation : Outstanding



CANDELARIO L. CALIBO
Head, DoPAC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mrs. Jane M. Abapo

Performance Rating: Outstanding

Aim: To improve her Laboratory Management skills.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: May 15, 2016

Target Date: One year from today

First Step:

- a) Encouraged her to submit all pertinent documents for a License as Chemical Technician without examination.
- b) Reviewed her management capability from feedbacks of her peers in the stock room including students who frequently use laboratory facilities.
- c) Supported all good laboratory practices

Result:

Little or no accident at all due to explosion or combustion of incompatible chemical substances occurred during the two summers of 2016. There were minimal laboratory breakages or lost items recorded. There were no security reports disclosing electrical gadgets on or faucets left open overnight.

Date: August 15, 2016

Target Date: End of first semester

Next Step:

Review all Incident Reports regularly prepared by Ms. Abapo to view injuries due to lab activities and inventories of equipment and other laboratory supplies for improvement in management.

Outcome: NA

Final Step/Recommendation: NA