



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Joy Adeline N. Cadalin

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Outstanding

Prepared by:

Joy Adeline N. Cadalin
JOY ADELINE N. CADALIN
Name of Staff

Reviewed by:

Robelyn T. Piamonte
ROBELYN T. PIAMONTE
Department/Office Head

Recommending Approval:

Rosa Ophelia D. Velarde
ROSA OPHELIA D. VELARDE
Dean/Director

Approved:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY ADELINE N. CADALIN, Science Research Specialist 1 of the Plant Disease Diagnostic Laboratory commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.

Approved:

JOY ADELINE N. CADALIN

Ratee

Date: July 7, 2023

ROBELYN T. PIAMONTE

OIC, PDDL

Date: July 10, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
	MFO 1. Instruction and Support Services	Number of served researchers and students that used the laboratory facilities with close supervision	In-charge in the supervision of students during the use of laboratory instruments, equipment, and facilities	2	173	5	5	5	5	
			In-charge in the supervision of Senior high school students' immersion and undergraduate students (Plant Protection) On-The-Job Training (OJT)	5	108	5	5	5	5	
	MFO 2. Research and Support Services	Number of supervised/assisted project researchers that used the laboratory equipment and facilities	In-charge in the supervision of faculty researchers during the use of laboratory instruments, equipment, and facilities	2	15	4.8	4.8	4.8	4.8	
MFO 3. Extension Services										
	PI1: Number of Trainings Conducted	Number of clients trained	Trains clients related to disease diagnosis and management	10	32	4.8	4.8	4.8	4.8	Trainings on insect pests and diseases management of vegetables
		Number of seminars/conferences/trainings attended	Attends seminars/conferences/trainings	1	15	5	5	5	5	
	PI1: Technical/ expert Services	Number of reports on plant disease diagnosis prepared and released	Done clinical examinations of submitted specimens, microbial isolation and purification, and identification	2	7	5	4.6	4.6	4.7	
		Number of disease management strategies prepared and given to clients	Prepared and released reports on disease management strategies	2	6	5	4.6	4.6	4.7	

		Number of laboratory analysis released	Prepared and released reports on microbial analysis and its appropriate disease diagnosis	2	7	5	4.8	4.6	4.8	
		Number clients served	Rendered advisory services/technical assistance, consultation to clientele and visitors	5	218	5	5	5	5	
	MFO 4. Administrative Services	Number of vouchers (Replenishment, Payroll, Job requests, Contracts, PPMP, PR, Travel Orders and other documents) prepared, released, and followed-up	Prepared, released, and followed-up documents for approval	5	38	4.8	4.8	4.8	4.8	
		Number of laboratory accomplishments reports, OPCR, IPCR, and other ISO-related documents	Prepared quarterly, semi-annual and annual reports, OPCR, IPCR, and other ISO-related documents	5	22	4.6	4.6	4.6	4.6	
		Number of routine laboratory activities accomplished	Maintained functional laboratory equipment and facilities	10	10	4.8	4.5	4.5	4.6	
			Do internal verification of the calibrated laboratory equipment, instruments and glasswares	16	16	4.8	4.5	4.5	4.6	
			Prepared culture media and chemical reagents for laboratory works	2	9	4.8	4.8	4.8	4.8	
	Efficient and customer-friendly frontline service	Zero complaint from clients served	Officer-of-the-day/ in-charge in entertaining clients (farmers, students, and researchers)	80.00%	100.00%	5	4.8	5	4.9	
	MFO 5. Income Generated	Income generating services: (Service fees and others)	Service provider in-charge	10,000	P 33,000.00	4.8	4.8	4.8	4.8	
						Comments and Recommendation for Development Purposes <i>works excellently with minimum supervision.</i>				
	Total Over-all Rating				76.9					
	Average Rating				4.8					
	Adjectival Rating									

Evaluated & Rated by:

ROBELYN T. PIAMONTE

OIC, PDDL

Date: *July 10, 2023*

Recommending Approval

ROSA OPHELIA D. VELARDE

Director, Research

Date:

Approved by:

MARIA JULIET C. CENIZA

Vice President, REI

Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Joy Adeline N. Cadalin

Position: SRS I

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 (<i>both for subordinates and supervisors</i>)		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	58				
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	4.8				

Overall recommendation : _____


ROBELYN T. PIAMONTE
OIC, PDDL

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY ADELINE N. CADALIN

Performance Rating: _____

Aim: To increase knowledge and skills in plant disease diagnosis, and disease management strategies

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: December 2023

First Step:

Trainings and seminars

Result: Acquire more knowledge and skills in plant disease diagnosis and management strategies.

Date: January 2023 Target Date: December 2023

Next Step:

Further studies (PhD)

Outcome: Increased knowledge and skills in plant disease diagnosis & management strategies.

Final Step/Recommendation:

To attend trainings and seminars, and/or proceed for PhD studies.

Prepared by:


ROBELYN T. PIAMONTE
OIC, PDDL

Conforme:


JOY ADELINE N. CADALIN
Name of Ratee Faculty/Staff