

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: VICTORIA G. PALERMO
Position : Science Research Specialist

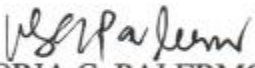
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	4.47 x 70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	4.7 x 30%	1.41
TOTAL NUMERICAL RATING			4.54

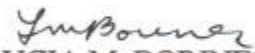
TOTAL NUMERICAL RATING: 4.54
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


VICTORIA G. PALERMO
Name of Staff


LUCIA M. BORINES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VICTORIA G. PALERMO, of the PLANT DISEASE DIAGNOSTIC LABORATORY commits to deliver and agree to be rated on the attainment of the following targets and accomplishment in accordance with the indicated measures for the period July to December, 2017.

Victoria G. Palermo
VICTORIA G. PALERMO Ratee
Lucia M. Borines
LUCIA M. BORINES Head of Unit
Approved:

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
MFO 1. Research and Support Services	Number of project researchers and students researcher that used the laboratory facilities with close supervision	In charge in the supervision of the projects and students researchers during the operation of laboratory facilities	12	50	4.5	4.5	4.5	4.5	
MFO2: Extension Services	Number of farm field visits Number of walk-in clients like students and researchers that demands orientation of the activities of the laboratory and consultation services	Visits farm, collect specimens and advice farmers for control management Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	1 20	2 145	4.5	4.5	4.5	4.5	
MFO3: Trainings Conducted	Number of person- trained	Demonstrate the use of equipment to students Demonstrate DNA Extraction and PCR Analysis	3 3	25 17	4.6	4.6	4.6	4.6	
					4.0	4.0	4.0	4.0	

	Number of routine laboratory activities	A. Clean and maintain functional laboratory equipments and cleanliness of laboratory room	20	50	4.5	4.5	4.5	4.5	4.5
		3. Prepare chemical reagents and culture media and also includes washing and sterilization of glasswares	50%	100%	4.5	4.5	4.5	4.5	4.5
	Number of equipment facilitated in the acquisition and purchasing and also repaired to service provider		2	5	4.5	4.5	4.5	4.5	4.5
	Number of laboratory annual accomplishment report (power point and hard copy) and PCR/IPCR.PDDL Charter	Make and encode annual accomplishment (power point and hard copy) PCR/IPCR	2	10	4.5	4.5	4.5	4.5	4.5
	Number of meetings and trainings related to over-all activities of the laboratory and do other task and functions requested by the head	Attend scientific fora, seminars and meetings	1	4	4.5	4.5	4.5	4.5	4.5
MO7: Income Generations	Service provider Incharge and assist /facilitate in the acquisition of office and laboratory supplies and equipments	Income generating services: CASH Collectibles IN KIND(Research project laboratory supplies, reagents, repaired computers	1, 000.00 20,000.00	14, 325.90 147,000.00	4.5 4.6	4.5 4.6	4.5 4.6	4.5 4.6	
	Total Over-all Rating								120.9

Average Rating (Total Over-all rating divided by 4)	4.47
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations
for Development Purpose:

Received by:


DANIEL M. TUDTUD JR.
Planning Office

Date: _____
1 - quality
2 - Efficiency
3 - Timeliness
4 - Average

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017Name of Staff: VICTORIA G. PALERMOPosition: Science Research Specialist

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
10. Willing to be trained and developed	5	4	3	2	1	
Total Score		56				
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		4.7				

Overall recommendation :

Lucia M. Borines
LUCIA M. BORINES
 Name of Head