



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Godoy, Cynthia Dolores V.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.00	70%	3.36
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING:  
FINAL NUMERICAL RATING 4.80  
  
ADJECTIVAL RATING: Outstanding

Prepared by:  
  
MARIA ELSA M. UMPAD  
Administrative Officer

Reviewed by:  
  
ERLINDA A. VASQUEZ  
Director

Approved:  
  
OTHELLO B. CAPUNO  
Vice President

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CYNTHIA DOLORES V. GODOY, OF THE CASL commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the Period JANUARY – JUNE , 2018

CYNTHIA DOLORES V. GODOY

Ratee

Approved:

E.A VASQUEZ

Head of Unit

MFO/PAPS	Success Indicators	Task Assigned	Target	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Laboratory Management	• No. of SRA supervised	• As lab –in-charge	2	2	J	J	J	J	
	• No. Of JO's supervised	• As lab-in-charge	1	1					
	• Well maintained laboratory equipment	• Preventive maintenance	3	6					
		• Calibration	5	7					
		• Repair	2	3					
		• General cleaning & check-up	6	7					
Laboratory Analysis	• Availability of lab consumables & reagents	• Procurement of lab & office supplies	50% PR served	50% PR served	J	J	J	J	
	• No. of forms produced	• Test request forms produced	5	20					
	• No. of charge invoices prepared	• Charge invoices prepared	10	15					
	• No. of data computed	• Computation of data	375	500					
	• No. of lab results prepared	• Prepare & print lab results	50	121					
	• No. of water analysis done	• Water analysis(pH, turbidity, N)	20	31					
		• Minerals, and trace metals)	50	94					
	• No. of requested analysis performed	• Sugar & starch, chlorophyll	500	650					
	• No. of instrumentation readings done	• Instrumentation in the AAS & MPAES	500	922					
	• Number of check samples prepared	• Preparation of check samples( soil, organic and tissue)	2	2					


Research	<ul style="list-style-type: none"> <li>No. of researches conducted</li> <li>No. of trainings conducted</li> </ul>	<ul style="list-style-type: none"> <li>As project staff</li> <li>As trainer</li> </ul>	1 2	1 2	5	4	5	4.67	
Extension Services	<ul style="list-style-type: none"> <li>Visitors/students oriented and brief in the lab</li> <li>No. of staff supervised/trained who are new to the laboratory</li> </ul>	<ul style="list-style-type: none"> <li>As lab-in-charge</li> <li>As lab-in-charge</li> </ul>	100 % delivered 2	100% delivered 3	5	4	5	4.67	
Administrative Services	<ul style="list-style-type: none"> <li>No. of documents prepared &amp; submitted for ICP accreditation</li> <li>Number of safety manual prepared</li> <li>No. of financial reports prepared and submitted</li> <li>No. of annual reports prepared</li> <li>No. of documents prepared for PNP and PDEA permits</li> </ul>	<ul style="list-style-type: none"> <li>As lab manager</li> <li>As lab manager</li> <li>As IGP in-charge- 12 (STF)</li> <li>As IGP in-charge</li> <li>As Lab-in-charge/chemist</li> </ul>	1 set 1 12 2 2	1 set 1 12 2 On going	5	4	5	4.67	4.80
TOTAL OVERALL RATING Average Rating (Total Over-all rating divided by 4)									
Additional Points:									
Approved Additional points					To prepare CASL for ISO Accreditation.				
FINAL RATING									
ADJECTIVAL RATING			Outstanding						

Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

Date: \_\_\_\_\_

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director for Research

Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice President for Research and Extension

Date: \_\_\_\_\_

- 1- Quality
- 2- Efficiency
- 3- Timeiness

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018  
Name of Staff: Cynthia Dolores Godoy Position: SRS

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		58 / 12				
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	5	4	3	2	1

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.	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	24/5 48				
Average Score	4.82				

Overall recommendation : \_\_\_\_\_


Enrik A. Vargues  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez

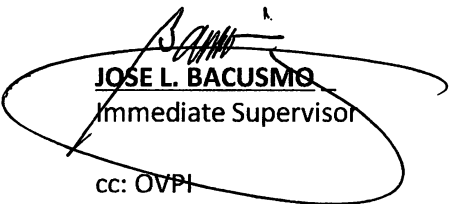
Name of Faculty/Staff: CYNTHIA DOLORES V. GODOY Signature:  Date: \_\_\_\_\_

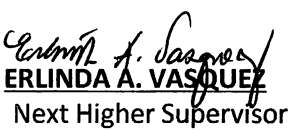
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
<b>Monitoring</b> A. Administrative	One on one discussion with supervisor regarding : 1. Hiring of additional manpower to help in the analyses. 2. Strategies to increase productivity with observance of quality control protocols. 3. Problems associated with procurement chemicals & other laboratory needs 4. Application of necessary permits - (PNP & PDEA).	Special meetings with staff for special concerns such as: 1. Housekeeping 2. Waste Management 3. Mid and year-end inventory of chemicals 4. PMS and calibration of some equipment			1. Ninety (90) % of submitted samples have been analyzed. 2. Well maintained laboratory equipment
B. Report making	1. Reminder from AO/Director on the submission of IGP reports				On time submission of reports
C. Research	One on one discussion with project leader on specific analyses to be conducted.	Reminder to co-staff to follow up needed chemicals for analyses.			Very limited analysis had been done due to lack of chemicals.
<b>Coaching</b> A. Research	One on one planning and scheduling of monthly activities with project leader				Laid out plan and schedule of activities for the project.

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

Prepared/Conducted by:

Verified by:

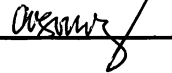
  
**JOSE L. BACUSMO**  
Immediate Supervisor

  
**ERLINDA A. VASQUEZ**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Cynthia Dolores V. Godoy

Signature: 

**Performance Rating: Outstanding**

Aim: To provide for the chemical analyses need of the VSU community, farmers, entrepreneurs, students and other interested individuals

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June, 2018

First Step:

- 
- Hiring of additional manpower to help in the analyses.
  - Meeting with staff to come up with strategies to improve productivity.
  - Assessment of the workability status of the different equipment and prompt processing of documents necessary for their repair and preventive maintenance.
  - Inventory of chemicals and laboratory supplies and timely processing of purchase requests necessary for the purchase of the needed supplies.
  - Periodic calibration of all laboratory equipment.
  - Processing of documents necessary for the acquisition of new equipment.
- 
- Application of necessary permits for the purchase and possess of regulated chemicals.
  - Preparation of laboratory safety manual and other documents for ICP accreditation.
- 

Result:

- 
- By the end of the second quarter, all request for equipment preventive maintenance have been served while request for repair for some equipment is on process.
  - Purchase request for new equipment has been approved and slated for bidding.
  - Documents for ICP accreditation has been submitted to PRC and waiting for inspection.
  - Generated income more than sufficient for the maintenance and operating cost of the laboratory.
  - By the end of the second quarter, ninety percent (90%) of submitted samples have been analyzed and results released after full payment of analysis cost.
- 

Date: July 2018

Target Date: December 2018

Next Step:

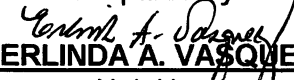
- 
- Continue with the analyses of all samples submitted.
- 
- Follow up any unserved purchase requests.
- 
- Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
- 
- Finish the preparation of the laboratory safety manual and submit for corrections.
- 

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 maintain productivity and strive to comply with requirements for ICP accreditation.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
I Init Head