



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: ANGELICA C. ASOY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

EMELITA S. PAUSANOS

Name of Staff

Reviewed by:

DEEJAY M. LUMANAO

Department/Office Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President





**"Exhibit B"**

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

I, **ANGELICA C. ASOY** of the **Department of Soil Science, College of Agriculture** 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 to June 2024. (Accomplishment)**

  
**ANGELICA C. ASOY**

Ratee

Approved: 

**DEEJAY M. LUMANAO**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
General Administration and Support Services (GASS)									
Laboratory Technician II	1. No. of Soil and plant tissues samples analyzed	Analyzed soil and plant tissue samples including the following activities: a. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glassware and reagents needed for the analysis d. Weighing samples for analysis and for drying e. Conduct soil and plant tissue analysis f. Washing of used glassware from the Analysis g. Computation and consolidation of data h. Encoding and typing of test results ready for signatures i. released test results	25	12.5	5	5	4	4.67	Have analyzed soil samples from SRA and students for thesis.
	2. No. of Students	2. Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials	25	12.5	5	5	5	5	
..	3. No. of lab equipment operated and maintained	3. Operate and maintains lab equipment	2	1	5	5	5	5	

	4. No. of inventory of chemicals and laboratory supplies	4. Inventory of chemicals and lab supplies	1	0.5	5	5	4	4.67	
	5. No. of monthly report as required by the VSU	5. a. Copy official receipt no. of Client at VSU cash division b. Prepare Monthly report of 628DASS ready for signature and submit to VSU	1	0.5	5	5	4	4.67	
	6. No. of clients/visitors in the lab.	6. Attend to visitors in the lab/ assists in training programs conducted by the dept.	10	5	5	5	5	5	
	Others:	a. Updating the cost/price of chemicals use in the analysis b. Inventory of Lab equipment and glassware for returned to VSU property office	1	0.5	5	5	5	5	
<b>Total Overall Rating</b>								4.86	

Average Rating (Total Overall rating divided by 7)		4.80
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

**Comments and Recommendations for Developments Purpose:**

She should initiate activities for the maintenance and improvement in the lab (SRTPAL). Continue to attend relevant trainings and seminars.

Evaluated and Rated by:

**DEEJAY M. LUMANAO**

Dept. Head

Date: July 10, 2024

Recommending Approval:

**SUZETTE B. LINA**

CAFS Dean

Date: 7/10/24

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 8/1/24

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



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					Improved a lot already
Preparation of Teaching Materials		X (DSS meeting)			
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
<b>Coaching</b>					
<ul style="list-style-type: none"><li>- Root cause analysis</li><li>- Identifying corrective action</li><li>- Making of OBE-Syllabus</li></ul>		Group meeting			

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

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor



# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
UMFO I. ADVANCED EDUCATION SERVICES								
PI 4. Total FTE coordinated, implemented & monitored*	1. Handles subjects/courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
PI 10: Additional outputs	1. Acts as academic adviser to graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	2. Entertains students seeking consultation with faculty	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes  Emelita Pausanos	Jan- June	/	/	/	/	accomplished
	3. Conducts and checks examinations for graduate subject handled	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	4. Submits gradesheets for graduate subjects	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	June				/	accomplished
	5. Conducts comprehensive examination for graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan-June			/	/	accomplished
	6. Prepares	Suzette B. Lina	Jan-June	/	/	/	/	accomplished



	Instructional learning resources for graduate subjects	Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes						
UMFO 2. HIGHER EDUCATION SERVICES								
PI 10: Total FTE, coordinated, implemented and monitored *	1. Handles and teaches courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 15. Number of instructional materials/syllabi approved	1. Prepares instructional materials/syllabi for approval	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 16: Percentage of courses offered with final grades submitted within the allowable period	1. Submits grade sheets within allowable period	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	June				/	accomplished
PI 19: Additional Outputs	1. Administers and checks long examination for subjects taught	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	2. Prepares and checks quizzes for lec and lab	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	3. Checks lab reports and term papers submitted as required	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished



	4. Assists student organizations in implementing student related activities	Kenneth Oraiz Anane Sereñina Emelita Pausanos	April		/			accomplished
UMFO 3. RESEARCH SERVICES								
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	1. Conducts research for possible utilization by industry or other beneficiaries	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz	Jan-June	/	/	/	/	On-going
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	1. Prepares, submits and presents research paper in scientific fora/conferences	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina						
PI 7: Amount of research money obtained from external sources	1. Requests for research money from external sources	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan	/				accomplished
UMFO 4. EXTENSION SERVICES								
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	1. Identifies and links with probable partners for extension activities and maintains this active partnership	Suzette B. Lina Deejay M. Lumanao	June				/	accomplished
PI 2. Number of trainees weighted by the length of training	1. Conducts trainings among beneficiaries of technologies for transfer	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	July			/		To be conducted
PI 5. Number of technical/expert services	1. Provides the technical and expert services requested by beneficiaries	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	June			/		accomplished
PI 6: Number of extension proposals submitted	1. Prepares extension project proposals and submits for review	Suzette B. Lina	Jan		/			accomplished

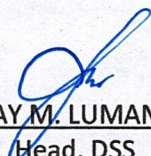


PI 8: Number of extension proposals implemented	1. Implements duly approved extension projects	Suzette B. Lina Deejay M. Lumanao	Jan-June	/	/	/	/	On-going
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	1. Prepares, submits and presents extension paper in conferences	Deejay M. Lumanao	July	/				accomplished
UMFO 5. SUPPORT TO OPERATIONS								
PI 7: Number of trainings, seminars, and conferences attended	1. Attends training, seminars, and conferences attended (international, national, regional/institutional)	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina	March				/	accomplished
PI 18: Number of students from other schools having summer program supervised	1. Acts coordinator/facilitator for students from other schools having summer program in VSU	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 19: Number of external institutions/agencies conducting benchmarking activities served	1. Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 20: Number of students from other academic departments conducting research activities served	1. Facilitates in assisting students from other academic depts conducting research activities	Angelica Asoy Emelita Pausanos	May			/	/	accomplished
UMFO 6. GENERAL ADMIN & SUPPORT SERVICES								
PI 3: Number of committee meetings conducted	1. Acts as committee chairman	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan-June	/	/	/	/	accomplished
PI 4: Number of routinary documents acted	1. Signs documents	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie	Jan-June	/	/	/	/	accomplished



		Quiñones Anane Sereñina						
PI 9: Number of submitted DTR within 20 days after the last day of the month	1. Submits DTR within 20 days after the last day of the month	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina Emelita Pausanos Bonifacio Castillo Angelica Asoy	Jan-June	/				accomplished

Prepared by:

  
DEEJAY M. LUMANAO  
 Head, DSS



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANGELICA C. ASOY**

Performance Rating: Very Satisfactory

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: Jan 2024

Target Date: June 2024

First Step:

To attend trainings and seminars to improved skills as laboratory technician

Attend trainings on laboratory safety measures and precautions

Result:

Has attended training/seminars related to laboratory management

Date: July 2024

Target Date: Dec 2024

Next Step:

Attend more trainings related to laboratory management.

Outcome: Scout for trainings and seminars outside the university related to administrative and laboratory function.


Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:

  
**DEEJAY M. LUMANAO**  
Head, DSS

Conforme:

  
**ANGELICA C. ASOY**  
DSS Staff





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: ANGELICA ASOY Position: LAB TECH

**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	4.42				
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</b>	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					
Overall recommendation:					

  
**DEEJAY M. LUMANAO**  
 Immediate Supervisor