

**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	5.00	70%	3.50
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
		TOTAL	4.94

EQUIVALENT NUMERICAL RATING:

4.94

Add: Additional Points, if any:

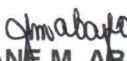
4.94

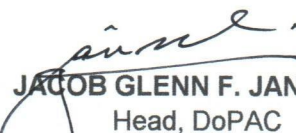
TOTAL NUMERICAL RATING:

VSC

Prepared by:


Reviewed by:


  
**JANE M. ABAPO**  
 Name of Admin Staff

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

Recommending Approval:

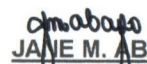
Approved:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction

# 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 January 1 - June 30, 2019

  
**JANE M. ABAPO**  
 Ratee

Approved:

  
**JACOB GLENN F. JANSALIN**  
 Department Head

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO:1	Higher Education Services	PI.1.Number of solutions/glasswares prepared /day/lab	Instruction	Facilitates the preparation of solutions etc used for lab/day	50	more than 50 solutions	5	5	5	5	
		PI.2 Number of faculty/students assisted /day/lab		faculty	12	12	5	5	5	5	
				students	600.00	1,216.00					
		PI. 4 Number of glasswares/apparatus cleaned/day		Facilitated washing of glasswares	60 glasswares /week	60 glasswares /week	5	5	5	5	
		PI. 5 Number of chemicals listed for purchase		prepared PR of chemicals /sem	15/sem	15/sem	5	5	5	5	
		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		practical exams conducted/sem	1/sem	1/sem	5	5	5	5	
		PI. 8 Prepared daily incident report/day		Prepared every after class	2/week	as the need arises	5	5	5	5	
		PI. 9. Number of seminars, trainings attended		training	1						
MFO 5:	Support to Operations	PI 1: Number of lab sections and faculty served on time during the scheduled laboratory class	Administrative	laboratory sections assisted	10/day	10/day	5	5	5	5	
				assisted faculty	8 faculty/day	8 faculty/day					
		PI 2:.. Percentage of requests for reagents prepared and issued during scheduled lab classes	Administrative	Requests prepared and issued	95%	100%	5	5	5	5	
		PI 3. Number of thesis students performing research functions requesting for technical services served on time		Thesis students served on time	10/week	10/week	5	5	5	5	
		PI 4. Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week		students served performing research	10/week	10/week	5	5	5	5	

[illegible]

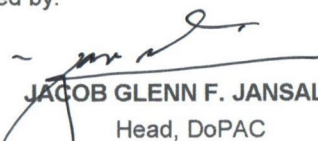


Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:


1. Must take the Chemical Technician License Examination
2. Attend trainings on laboratory mgmt. and related fields.

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

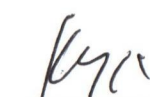
Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction

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

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019

Name of Staff: Jane M. Abapo

Position: Laboratory 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.**

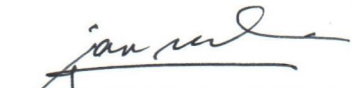
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	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						
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						
Average Score		58/12				

Overall recommendation : Outstanding

  
JACOB GLENN F. JANSALIN  
Head, DoPAC

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: JANE M. ABAPO

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 15 Faculty & 3 Admin Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	1. Make updated inventories 2. Make PPMP 2 months prior to CY				

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

Conducted by:

  
**JACOB GLENN F. JANSALIN**  
Immediate Supervisor

Noted

  
**CANDELARIO L. CALIBO**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JANE M. ABAPO**

Performance Rating: Outstanding

Aim: Maintain in outstanding rating and keeps all records of chemical, glassware and equipment inventories up to date.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step:

1. Maintain updated inventories of chemicals, glasswares and equipment used in the laboratory.
2. Make PPMP 2-months prior to the start of calendar year

Date:

Target Date:

Next Step:

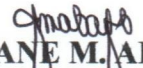
Outcome:

Final Step/Recommendation:

Prepared by:

  
**JACOB GLENN F. JANSALIN**  
Unit Head

Conforme:

  
**JANE M. ABAPO**  
Name of Ratee Staff