



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

**Annex P**

Name of Administrative Staff: VICTORIA G. PALERMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.2
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:           

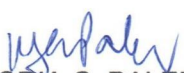
TOTAL NUMERICAL RATING: 4.53

FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:

  
VICTORIA G. PALERMO  
Name of Staff

  
LUCIA M. BORINES  
Department/Office Head

Recommending Approval:

  
JOSE L. BACUSMO  
Dean/Director


Approved:

  
OTHELLO B. CAPUNO  
Vice President


**“Exhibit B”**

**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 target and accomplishment in accordance with the indicated measures for the period January to June, 2020.

  
VICTORIA G. PALERMO  
 Ratee

Approved:

  
LUCIA M. BORINES  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO 1. Research and Support Services</b>	<b>Number of project researchers and students researcher that used the laboratory facilities with close supervision</b>	In charge in the supervision of the projects and students researchers during the operation of laboratory facilities	12	21	4.7	4.7	4.7	4.7	
<b>MFO2: Extension Services</b>	<b>Number of walk-in clients like students and researchers that demands orientation of the activities of the laboratory and consultation services</b>	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	20	50	4.5	4.5	4.5	4.5	
<b>MFO3: Trainings Conducted</b>	<b>Number of person- trained</b>	Demonstrate the use of equipment to students	10	25	4.8	4.7	4.6	4.7	
		Demonstrate DNA Extraction and PCR Analysis	2	6	4.7	4.6	4.5	4.6	
<b>MFO4: Diagnostic Services</b>	<b>Number of times clients used laboratory equipment for diagnostic services with supervision</b>	Entertain clients and discussed with them the nature of analysis to be done and give the approximate cost of the analysis and supervise during analysis							

	Number of clients served through routine diagnosis, microbial analysis, isolation and purification of microorganisms	<b>Molecular analysis:</b> a. DNA Extraction b. DNA Concentration check c. PCR and Enzyme Digestion d. Gel Electrophoresis, Staining and Documentation	10	30	4.7	4.6	4.5	4.6	
		<b>Microbial analysis:</b> a. Microbial Counts/Serial Dilution Technique b. Isolation and pure culture maintenance c. Microbial Documentation d. Slide mount preparation	5	14	4.7	4.7	4.7	4.7	
		<b>Routine Diagnosis:</b> a. Microscopic examination b. Slide preparation c. Make analysis report d. Served the needed cultures for student research	3	4	4.8	4.7	4.7	4.6	
MFO5: IEC Materials Distributed	Number of DVD and IEC materials distributed	Leaflets to control Phytophthora decline disease on Jackfruit and Leaflets on How to manage Phytophthora disease of Jackfruit in the nursery, DVD on the management of the Phytophthora decline disease	2	2	4.5	4.5	4.5	4.5	
MFO6: Administrative Services	Number of Purchase Request, Reimbursement Vouchers, Travel Vouchers, Job request, Telephone bill payment, vouchers. contract and other documents prepared and make follow-ups	Prepare, encode, sign and make messengerial/follow-up works for approval of documents	20	42	4.6	4.6	4.6	4.6	
	Number of routine laboratory activities	A. Clean and maintain functional laboratory equipments and cleanliness	20	35	4.5	4.5	4.5	4.5	



	Number of equipment facilitated in the acquisition and purchasing and also repaired to service provider	of laboratory room B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares	50%  3	100%  <b>For Repair:</b> 1 computer PC , Electric Oven and Toilet bowl	4.5  4.5	4.5  4.5	4.5  4.5	4.5  4.5	
	Number of laboratory annual accomplishment report (power point and hard copy)and OPCR/IPCR.PDDL Charter	Make and encode annual accomplishment (power point and hard copy) OPCR/IPCR	2	8 copies	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	2	2	4.5	4.5	4.5	4.5	
MFO7: Income Generations	Service provider in-charge and assist /facilitate in the acquisition of office and laboratory supplies and equipment	Income generating services: CASH Collectibles IN KIND ( Research project laboratory and office supplies and reagents	1, 000.00	10,712.00	4.5	4.5	4.5	4.5	
			5,000.00	15,00.00	4.5	4.5	4.5	4.5	
Total Over-all Rating									73.1

Average Rating (Total Over-all rating divided by 4)		4.57
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding


	Number of equipment facilitated in the acquisition and purchasing and also repaired to service provider	of laboratory room B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares	50%  3	100%  <b>For Repair:</b> 1 computer PC , Electric Oven and Toilet bowl	4.5  4.5	4.5  4.5	4.5  4.5	4.5  4.5	
	Number of laboratory annual accomplishment report (power point and hard copy)and OPCR/IPCR.PDDL Charter	Make and encode annual accomplishment (power point and hard copy) OPCR/IPCR	2	8 copies	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	2	2	4.5	4.5	4.5	4.5	
MFO7: Income Generations	Service provider in-charge and assist /facilitate in the acquisition of office and laboratory supplies and equipment	Income generating services: CASH Collectibles IN KIND ( Research project laboratory and office supplies and reagents	1, 000.00	10,712.00	4.5	4.5	4.5	4.5	
			5,000.00	15,00.00	4.5	4.5	4.5	4.5	
Total Over-all Rating									73.1

Average Rating (Total Over-all rating divided by 4)		4.57
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		<i>Outstanding</i>

Comments & Recommendations for Development Purpose:

Ms. Palermo needs more trainings not only on microbial identification and disease diagnosis but also on other computer softwares aside from Microsoft word. These are very much needed especially that she is the DdRC of PDDL and we are now under ISO Evaluation. She also needs retooling on laboratory equipment calibration.


Received by:

  
LUCIA M. BORINES  
Head, PDDL

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


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

Recommending Approval:

  
OTHELLO B. CAPUNO  
Vice President Rand E

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

Approved by:

  
OTHELLO B. CAPUNO  
Vice President Rand E

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: VICTORIA G. PALERMO Position: 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
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					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					
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					
57					
Average Score					
4.75					

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

  
LUCIA M. BORINES  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORIA G. PALERMO

Performance Rating: OUTSTANDING

Aim: Improve Performance

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2020 Target Date: June 30, 2020

First Step: 1. Conduct overtime to complete diagnosis of disease specimens and results reports

2. Attend seminar to develop knowledge and competence.

Result: 1. No complaint received from clientele.

2. Attended seminars, trainings and meetings.

Date: July. 1, 2020 Target Date: December 31, 2020


Next Step: 1. Needs more trainings in other computer softwares

2. Needs in retooling on laboratory equipment calibration


Outcome: 1. To improve her other duties as Ddrc of PDDL

Final Step/Recommendation: 1. She is recommended to attend more trainings not only on microbial identification and disease diagnosis but also on other computer softwares aside from microscope word. These are very much needed especially that she is also the DdRC of PDDL and we are now under ISO Evaluation. She also needs retooling on laboratory equipment calibration.

Prepared by:

  
**LUCIA M. BORINES**  
Head, PDDL

Conforme:

  
**VICTORIA G. PALERMO**  
Name of Ratee