

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	4.65	4.65 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: **4.69**

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.69**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


VICTORIA G. PALERMO
Name of Staff

Reviewed by:


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 January to June, 2017.

VICTORIA G. PALERMO *VGP*
Ratee

Approved: LUCIA M. BORINES *LBorines*
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	25	4.8	4.8	4.8	4.8	
MFO2: Extension Services	Number of farm field visits	Visits farm, collect specimens and advice farmers for control management	1	2	4.5	4.5	4.5	4.5	
MFO3: Trainings Conducted	Number of person-trained	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	20	68	4.7	4.6	4.8	4.7	
MFO3: Trainings Conducted	Demonstrate the use of equipment to students	Demonstrate the use of equipment to students	3	20	4.8	4.7	4.6	4.7	
MFO3: Trainings Conducted	Demonstrate DNA Extraction and PCR Analysis	Demonstrate DNA Extraction and PCR Analysis	3	16	4.8	4.7	4.5	4.7	

MFO4: Diagnostic Services	Number of clients served through molecular analysis, microbial analysis, routine diagnosis, isolation and purification of microorganisms	Entertain clients and discussed with them the nature of analysis to be done and give the approximate cost of the analysis and do the analysis	Institution-3	7	4.6	4.7	4.7	4.7	4.7
	Number of samples analyzed		Students- 15	48	4.7	4.7	4.7	4.7	4.7
		Molecular analysis: a. DNA Extraction b. DNA Concentration check c. PCR and Enzyme Digestion d. Gel Electrophoresis, Staining and Documentation	15	18	4.7	4.6	4.6	4.6	4.6
			15	18	4.7	4.6	4.6	4.6	4.6
			15	100	4.7	4.6	4.5	4.6	4.6
			15	100	4.7	4.6	4.6	4.6	4.6
		Microbial analysis: a. Microbial Counts/Serial Dilution Technique b. Isolation and pure culture maintenance c. Microbial Documentation d. Slide mount preparation	15	270	4.7	4.6	4.6	4.6	4.6
			10	95	4.7	4.6	4.6	4.6	4.6
			10	179	4.7	4.7	4.7	4.7	4.7
			10	100	4.7	4.7	4.7	4.7	4.7
MFO 5: IEC Materials Distributed		Routine Diagnosis: a. Make analysis report b. Served the needed cultures for student research	5	15	4.8	4.8	4.7	4.7	4.8
			10	10	4.7	4.7	4.7	4.7	4.7
	Number of clients served on time and with zero complaint		10	70	4.8	4.8	4.7	4.8	4.8
	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	10	4.6	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	35	4.8	4.8	4.8	4.8	4.8

	Number of routine laboratory activities	A. Clean and maintain functional laboratory equipments and cleanliness of laboratory room B. Prepare chemical reagents and culture media and also includes washing and sterilization of glasswares	20	50	4.6	4.7	4.6	4.6
	Number of equipment facilitated in the acquisition and purchasing and also repaired to service provider		50%	100%	4.6	4.6	4.5	4.6
	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	5	4.6	4.7	4.5	4.6
	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	3	4.5	4.5	4.5	4.5
MOF7: 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	47,850.00 40,000.00	4.5 4.7	4.5 4.6	4.5 4.5	4.5 4.6
Total Over-all Rating								125.6

Average Rating (Total Over-all rating divided by 4)	4.65
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations
for Development Purpose:

Received by:

[Signature]
DANIEL M. TUDTUD JR.
Planning Office

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

Calibrated by:

[Signature]
REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

[Signature]
OTHELLO B. CAPUNDY
Vice President

Date: _____

Approved by:

[Signature]
EDUARDO E. TUN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2017Name 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
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						
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		57				
Average Score		4.75				

Overall recommendation : _____

Lucia M. Borines
LUCIA M. BORINES
 Name of Head

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2017

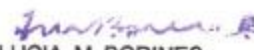
Name of Staff: VICTORIA G. PALERMO Position: Science Research Specialist

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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
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORIA G. PALERMO

Performance Rating: Outstanding

Aim: Improve Performance

Proposed Intervention to improve Performance_and /competence and qualification to assume higher responsibilities:

Date: January 1, 2017

Target date: June 30, 2017

First Step: 1. Conduct overtime to complete diagnosis of disease specimens and results report in case necessary.

Result: No complaint received from the clientele .

Date: July 1, 2017


Target Date: December 30, 2017

Next step: Visit farmer's field for actual evaluation on infected crops and sampling of specimens if laboratory analysis is necessary.

Outcome : Improve and hasten disease diagnosis based on actual condition of farm crops.

Final Step: Give recommendation to farmers for the control of the disease through results report.

Prepared By:


LUCIA M. BORINES
Head, PDDL-OVPRE