



Annex P

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

Name of Administrative Staff: **PATRICK JOHN PIAMONTE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.39	70%	3.073
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
<b>TOTAL NUMERICAL RATING</b>			<b>4.273</b>

TOTAL NUMERICAL RATING: 4.273

Add: Additional Approved Points, if any: none

TOTAL NUMERICAL RATING: 4.273

FINAL NUMERICAL RATING 4.273

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

PATRICK JOHN PIAMONTE  
Name of Staff

Reviewed by:

CHERYL C. BATISTEL  
Department/Office Head

Recommending Approval:

Approved:

GLENN G. PAJARES

Dean/Director

ROTACIO S. GRAVOSO

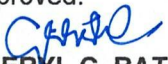
Vice President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PATRICK JOHN PIAMONTE**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

**PATRICK JOHN PIAMONTE**  
Admin Aide IV  
Date: July 12, 2024

Approved:  
  
**CHERYL C. BATISTEL**  
Head, DBS  
Date: July 12, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
UMFO 3. RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	OVPI MFO 3. Registration Services									
	OVPI MFO 4. Curricular Program Management Services									
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	4	4.67	
			maintain cleanliness in the lab/lec rooms	5	5	4	4	4	4.00	
			Number of laboratory equipment properly maintained	139	60	4	4	4	4.00	
			No. of glasswares/equipment inventoried/yr	5000	300	5	4	4	4.33	
			Materials/equipment submitted to the property	20	12	5	5	4	4.67	
			% of students & faculty served on time during the scheduled lab. Classes	100%	100%	5	4	5	4.67	



	Total Over-all Rating							26.33	
	Average Rating							4.39	
	Adjectival Rating							Very Satisfactory	

Evaluated & Rated by:

  
**CHERYL C. BATISTEL**

Head, DBS

Date: July 22, 2024


Recommending Approval:

  
**GLENN G. PAJARES**

Dean, CAS

Date: July 23, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: July 25, 2024

**Comments & Recommendations for Development Purpose:**

Follow working hours strictly, & be more familiar w/ (research) laboratory operations & equipment maintenance.

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DBS

Head of Office: CHERYL C. BATISTEL

Number of Personnel: Patrick John Piamonte

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	/			DPC regularly checked attendance.	
Coaching	/			1. Mr. Piamonte was reminded to list those laboratory activities he needs training to improve his capability. 2. He was also reminded to inform his supervisor whenever he needs to travel and leave his work to attend sports-related activities. 3. He was also reminded to follow the approved working hours strictly.	

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

Conducted by:



CHERYL C. BATISTEL

Immediate Supervisor

Noted by:



GLENN G. PAJARES

Next Higher Supervisor

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			




	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
<b>OVPI MFO 1. Faculty Development Services</b>								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
<b>OVPI MFO 3. Registration Services</b>								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
<b>OVPI MFO 4. Curricular Program Management Services</b>								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
<b>MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)</b>								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			

	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:

  
CHERYL C. BATISTEL  
Head, DBS



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PATRICK JOHN B. PIAMONTE

Performance Rating: Very Satisfactory

Aim: To know the operation and care of all equipment in the laboratory

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

First Step:

Make sure to familiarize and practice the operation of at least 1 equipment a day

Result:

Familiar to the operation and care of lab equipment

Date: January 2024

Target Date: December 2024

Next Step:

Familiarize the operation and care of more equipment

Outcome:

Final Step/Recommendation:

Prepared by:



**CHERYL C. BATISTEL**  
Unit Head

Conforme:



**PATRICK JOHN PIAMONTE**  
Admin. Aide IV



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: PATRICK JOHN PIAMONTE

Position: Admin. Aide IV

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	5	4	3	2	1





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	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	40				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</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: Enhance Laboratory/management skills. Working time needs to be followed strictly.					



**CHERYL C. BATISTEL**  
Immediate Supervisor