



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Juvylyn R. Glory

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.56	70%	3.19
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.72	30%	1.42
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: Outstanding

Prepared by:

  
MARIA ELSA M. UMPAD  
Administrative Officer II

Reviewed by:


  
ERLINDA A. VASQUEZ  
Director

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Res and Ext

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)**

I, **JUVYLYN R. GLORY** of the Philrootcrops commits to deliver and agree to be related on the attainment of the following targets in accordance with the indicated measures  
for the period **JULY** to **DECEMBER**, 2019.

  
**JUVYLYN R. GLORY**  
Ratee

  
Approved: **CYNTHIA DOLORES V. GODOY**  
Head of Unit

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
Analytical Services	1. Number of chemical analysis for soil and sediment samples conducted and performed	○ pH (water)	1200	414	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		○ Total Organic carbon/organic matter		627					
		○ Total N		571	4.5	5	4.3	4.4	
		○ Avail. P		603					
		○ Exchangeable K, Ca, Mg, Na		950					
		○ Extractable Fe, Mn, Cu, Zn, Ni,Cd,Pb		610					
		○ Cation exchange capacity		28					
		○ Extractable Sulfate		18					
	2. Number of physical analysis for soil samples conducted and performed	TOTAL	3,821						
	○ Particle size distribution and textural class analysis	50	157	4.2	5	4	4.4		
	○ Moisture content		9						
		TOTAL		166					

	<p>3. Number of chemical analysis for plant tissue samples conducted and performed</p> <p>4. Number of chemical analysis performed on water and organic samples</p>	<ul style="list-style-type: none"> <li>○ Total Nitrogen</li> <li>○ Total P</li> <li>○ Total K, Ca, Mg, Na</li> <li>○ Total Fe, Mn, Cu, Zn, Ni</li> <li>○ Total carbohydrates</li> </ul> <p><b>TOTAL</b></p> <ul style="list-style-type: none"> <li>○ pH</li> <li>○ OC/OM</li> <li>○ Total Nitrogen</li> <li>○ Total P</li> <li>○ Total K, Ca, Mg, Na</li> <li>○ Total Fe, Mn, Cu, Zn, Ni</li> </ul> <p><b>TOTAL</b></p>	<p>750</p> <p>50</p>	<p>272</p> <p>81</p> <p>265</p> <p>24</p> <p>192</p> <p><b>834</b></p> <p>10</p> <p>8</p> <p>16</p> <p>11</p> <p>16</p> <p>4</p> <p><b>65</b></p>	<p>4.7</p> <p>4</p>	<p>5</p> <p>4</p>	<p>4.5</p> <p>4.4</p>	<p>4.73</p> <p>4.3</p>	
Research Support	1. Number of research projects assisted for physical and chemical analysis of varied sample material	<ul style="list-style-type: none"> <li>○ Number samples submitted by different research centers, academic departments, students, and government agencies</li> </ul>	1000	1335	4.7	4	4.7	4.47	
Other services	<p>1. Number of clients served with zero complaint.</p> <p>2. Number of visitors, clients and students oriented and toured in the laboratory.</p>	<ul style="list-style-type: none"> <li>○ Serve clients on time and with zero percent complaint.</li> <li>○ Assists and helps in the orientation and touring of visitors, clients and students.</li> </ul>	<p>0% complaint</p> <p>0% complaint</p>	<p>0% complaint</p> <p>0% complaint</p>	4.4	5	4.6	4.73	
					4.8	5	4.8	4.87	

<b>Total Rating</b>									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		Very Satisfactory

To take the Chemistry Licensure Exam

To attend trainings on or related  
laboratory analyses of soil, water  
and tissue samples

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

Evaluated and Rated by:

*Erlinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director

Date \_\_\_\_\_

Recommending Approval

*Jose L. Bacusmo*  
JOSE L. BACUSMO  
Director for Research

Date \_\_\_\_\_

Approved by:

*Othello B. Capuno*  
OTHELLO B. CAPUNO  
VP for Research & Extension

Date \_\_\_\_\_





Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2019

Name of Staff: Juvilyn R. Glory

Position: Sci. Res. Assistant

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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score					
<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	4.72				

Overall recommendation : Outstanding

  
ERLINDA A. VASQUEZ  
Director

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PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: PHILROOTCROPS

Head of Office: Cynthia Dolores V. Godoy

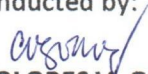
Name of Faculty/Staff: JUVYLYN R. GLORY      Signature: 


Date: July to December 2019

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

Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> A. Laboratory Analysis	Always remind analyst to : ✧ Use correct method of analysis for specific type of sample material. ✧ Work assignment. ✧ Expectations regarding output with emphasis on QC, GLP, etc. ✧ The importance of observing laboratory safety and housekeeping at all times.	Special meeting to come up with strategies to improve productivity.			Problems and concerns were addressed
<b>Coaching</b> A.Laboratory Analyses	✧ Constant reminder for observance of QC protocol. ✧ One on one sharing of ideas/ responsibility regarding validation of methods for analyses.				Lay out plan and schedule for the said activities.

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

Prepared/Conducted by:  
  
CYNTHIA DOLORES V. GODOY  
Immediate Supervisor

Verified by:  
  
ERLINDA VASQUEZ  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUVYLYN R. GLORYSignature: Performance Rating: Outstanding

Aim: To conduct chemical analyses for all samples submitted to the laboratory, upkeep of the different laboratory equipment and apparatus, and help maintain cleanliness in the laboratory.

Proposed Interventions to Improve Performance:

Date: July 2019Target Date: December 2019

First Step:

- 
- Continue with the analyses of all samples submitted.
  - Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
  - Help in the preparation of check samples for use as QC material.

Result:

- 
- By the end of the third quarter, ninety percent (90%) of all samples submitted had been analyzed and report of analysis released after payment of fees.
  - Well maintained record for equipment usage, inventory of chemicals and calibration record of some equipment.
  - Well maintained laboratory.
- 

Date: January 2020Target Date: June 2020

Next Step:

- 
- General cleaning of the laboratory, weighing and instrumentation rooms.
  - Furnish a logbook for all samples submitted and ensure that each sample is properly coded and log in the log book.
  - Maintain a User's logbook for each equipment in order to provide traceability of the last user in case equipment malfunctioned or not cleaned after use.
  - Inventory of chemicals and laboratory supplies and up to date submission of inventory report.
  - Inventory of chemical wastes as well as disposal of treated chemical wastes.
  - Conduct chemical analyses on all samples on a "first come first served basis".
  - Observance of laboratory safety, QC protocol & GLP at all times.
- 

Outcome: Served the chemical analyses needs of VSU's research community and students, LGU's, NGO's, farmers, entrepreneurs and other interested individuals from Caraga and other regions.

Final Step/Recommendation:

To maintain productivity and work hard to accommodate all the chemical analyses needs of the VSU research and student community.

Prepared by:

CYNTHIA DOLORES V. GODOY

Unit Head