



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Godoy, Cynthia Dolores V.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.92	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.90	30%	1.47
Total Numerical Rating			4.91

TOTAL NUMERICAL RATING: **4.91**

Add: Additional Approved Points, if any:

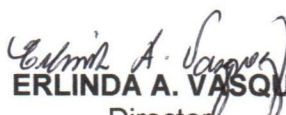
TOTAL NUMERICAL RATING **4.91**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


MARIA ELSA M. UMPAD
AO II


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

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.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CYNTHIA DOLORES V. GODOY, OF THE CASL 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 to JUNE, 2019.

CYNTHIA DOLORES V. GODOY

Ratee

Approved:

E.A VASQUEZ

Head of Unit

MFO/PAPS	Success Indicators	Task Assigned	Target	Actual Accomplishment	RATING				Remarks				
					Q1	E2	T3	A4					
Laboratory Management	• No. of SRA supervised	• As lab –in-charge	2	2	5	5	5	5	Very difficult to purchase chemicals and other consumables through the supply office				
	• No. Of Laborer supervised	• As lab-in-charge	1	1									
	• Well maintained laboratory equipment	• Preventive maintenance	3	5									
		• Calibration	4	6									
		• Repair	2	2									
		• General cleaning & check-up	5	7									
	• Availability of lab consumables & reagents, office supplies	• Procurement of lab & office supplies, chemicals	80% PR served	50%						5	5	5	5
	• No. of forms produced	• Test request forms	5	5									
	• No. of charge invoices prepared	• Charge invoices prepared	12	15									
	• No. of data computed	• Computation of data	115	205									
• No. of lab results prepared	• Prepare & print lab results	50	75										
• No. of PR's prepared	• PR's for office, lab supplies, etc.	4	6										
• No. of PPMP's prepared	• PPMP for PR's	4	6										
Laboratory Analysis	• No. of ISO docs prepared	• Prepare ISO docs for eqpt checklist, maintenance, calibration, etc.	5	10	5	5	5	5					
	• No. of requested analysis performed	• HCN, chlorophyll, water turbidity	50	104									
	• No. check samples prepared and maintained	• Check samples prepared and analyzed.	3	6									


Research	<ul style="list-style-type: none"> No. of researches conducted No. of trainings conducted 	<ul style="list-style-type: none"> As project staff As trainer 	1 1	1 1					
Extension Services	<ul style="list-style-type: none"> No. of visitors/students oriented and brief in the lab No. of staff supervised/trained who are new to the laboratory On call 	<ul style="list-style-type: none"> As lab-in-charge As lab-in-charge As chemist 	100 % delivered 1 1	100% 2 1	5	5	5	5	
Administrative Services	<ul style="list-style-type: none"> No. of financial reports prepared and submitted No. of annual reports prepared 	<ul style="list-style-type: none"> As IGP in-charge 12 (STF) 12 (Feedmill) As IGP in-charge As Lab-in-charge 	12 12 1 1	12 12 1 1	5	4	5	4.67	

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**


To mentor junior staff
as replacement as she
will be retiring soon

Evaluated & Rated by:


ERLINDA A. VASQUEZ
Dept./Unit Head

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
VP, Research & Extension

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 – June 30, 2019

Name of Staff: Cynthia Dolores V. Godoy Position: Sci Res. Specialist (SRS)

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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	5				
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	48				
Average Score	4.9				

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
 Director

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez

Name of Faculty/Staff: CYNTHIA DOLORES V. GODOY

Signature: 

Date: _____

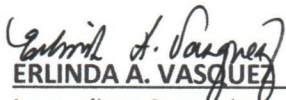
X	1 st	Q U A R T E R
X	2 nd	
	3 rd	
	4 th	

Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Laboratory Management	<ul style="list-style-type: none"> Specific work assignment for each analysts. Discuss expectations regarding output with emphasis on QC, GLP, etc. . Stress the importance of observing laboratory safety and housekeeping. 	Special meeting to come up with strategies to improve productivity.			Problems and concerns were addressed
Coaching A.Laboratory Analyses	<ul style="list-style-type: none"> Constant reminder for QC protocol observance. One on one sharing of ideas/ responsibility regarding validation of methods for analyses. 				Laid 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:

Verified by:


 ERLINDA A. VASQUEZ
 Immediate Supervisor


 ERLINDA A. VASQUEZ
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Cynthia Dolores V. Godoy Signature: 

Performance Rating: Outstanding

Aim: To provide for the chemical analyses need of the VSU community, farmers, entrepreneurs, students and other interested individuals

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June, 2019

First Step:

-
- Meeting with staff to come up with strategies to improve productivity.
 - Distribution of work assignment for each analyst.
 - Assessment of the workability status of the different equipment.
 - Prompt processing of documents necessary for their repair and preventive maintenance.
 - Processing of purchase requests and PPMP for equipment, chemicals, lab supplies, & supplies as early as possible.
 - Calibration of some laboratory equipment.
 - Preparation of documents for laboratory ISO requirements
-
- Application of necessary permits for the purchase and possess of regulated chemicals.
 - Preparation of documents for PNP license and permits.
-

Result:

-
- By the end of the second quarter, all request for equipment preventive maintenance have been served while request for repair for some equipment is on process.
 - Purchase requests have been approved and slated for bidding.
 - Documents for PNP permit and license submitted initially to PNP Camp Crame.
 - Generated income more than sufficient for the maintenance and operating cost of the laboratory.
 - Partially accomplished needed laboratory documents for ISO.
 - By the end of the second quarter, ninety percent (90%) of submitted samples have been analyzed and results released after full payment of analysis cost.
-

Date: July 2019

Target Date: December 2019

Next Step:

-
- Facilitate analyses of all remaining samples submitted.
 - Follow up any unserved purchase requests.
 - Continue preparing documents for ISO.
 - Attend to responsibility as one research staff of an ongoing research project.
-

- Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
- Continue follow-up of request at CHED(certification) and PNP Camp Crame.

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 strive to comply with requirements for PRC & ISO accreditation.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Unit Head