



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JANE M. ABAPO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.982	70%	3.487
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
TOTAL NUMERICAL RATING			4.888

TOTAL NUMERICAL RATING: 4.888

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.888

FINAL NUMERICAL RATING 4.888

ADJECTIVAL RATING: Outstanding

Prepared by:

JANE M. ABAPO
Name of Staff

Reviewed by:

JACOB GLENN F. JANSALIN
Department/Office Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean/Director


Approved:

BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

JANE M. ABAPO
Lab. Technician
Date:

Approved: 
JACOB GLENN F. JANSALIN
Department Head
'Date: _____


CANDELARIO L. CALIBO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
		A9. Number of solutions/glasswares prepared/day/lab	Facilitated the preparation of solutions etc used for lab video presentation for Instructor	15	20	5	5	5	5.00	Jan-April 2020
		A10. Number of assisted faculty/students in returning glasswares used after thesis	faculty	5	5	5	5	5	5.00	
			student							
		A10. Number of assisted laboratory Instructors in preparing chemical reagents, apparatus, glasswares for video presentation during pandemic		3/day	5/day	5	5	5	5.00	
		A 11. Number of glasswares/apparatus cleaned/day	facilitated washing of glasswares	25/week	30/ glasswares/week	5	5	5	5.00	
		A12. Number of Chemicals listed for purchase	prepared PR of chemicals /sem	25/sem	28/sem	5	5	5	5.00	
		A15. Number of inventory of glasswares and chemicals every semester		1/sem	1/sem	5	5	5	5.00	
		A17. Number of faculty & staff entertained for signing of clearane	signs department internal clearances of faculties/staff	1/day	6/week	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									

PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	4.5	4.5	4.33 5.00	4.665
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
Total Over-all Rating								50 19.569	
Average Rating								5 4.892	
Adjectival Rating								0	

Evaluated & Rated by:

JACOB GLENN F. JANSALIN

Department Head

Date: _____

Recommending Approval

CANDELARIO L. CALIBO

Dean,

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

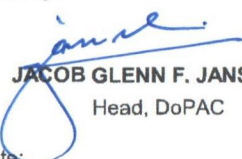
Date: _____

Average Rating (Total Over-all rating divided by 6)		4.89
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:


Take the Chemical Technician
License Exam and attend
conference and seminar
for CPD

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
Head, DoPAC

Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY –JUNE 2020

Name of Staff: JANE M. ABAPO Position: LABORATORY TECHNICIAN II

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:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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	4.67				
Average Score					

Overall recommendation : _____


JACOB GLENN F. JANSALIN
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: JANE M. ADAMS

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	List / inventory all expired chemicals				Completed the list of expired chemicals. Ready for disposal/storage.
Coaching					

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

Conducted by:

JACOB GLENN F. JANSALIN

Immediate Supervisor

Noted by:

CAMERON L. CAMERON

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANE M. ABAPO

Performance Rating: 0

Aim: *To maintain outstanding performance rating*

Proposed Interventions to Improve Performance:

Date:

Target Date:

First Step: *Attend trainings/webinars related to the line of work*

Date:

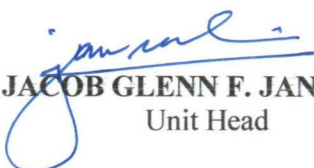
Target Date:

Next Step: *Take the Chemical Technician Licensure examination*


Outcome: *Licensed Chemical Technician*

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


JANE M. ABAPO
Name of Ratee Staff