



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	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

Jane M. Abapo
JANE M. ABAPO
Name of Staff

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Department/Office Head

Recommending Approval:

Ma. Theresa P. Loreto
MA. THERESA P. LORETO
Dean, CAS

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
VP for Academic Affairs

PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	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 the functions as an administrative staff	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% complaint	100% complaint	5	5	5	5.00	
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	
PI 3: Additional Outputs	Number of laboratory rooms maintained	Maintained the cleanliness of the laboratory rooms and ensure that all equipment are in order and accessible	4	4	5	5	5	5.00	
	Number of glasswares/apparatus cleaned per day	Facilitate washing of glasswares	25	25	5	5	5	5.00	
	Number of chemicals listed for purchase	Prepare PPMP and PR	25	25	5	5	5	5.00	
	Number of inventory of glasswares & chemicals maintained and monitored per semester	Maintain an updated inventory	1	1	5	5	5	5.00	
	Number of faculty and staff entertained for clearance signing	Sign department internal clearance of faculty and staff	10	10	5	5	5	5.00	
Total Over-all Rating								60.00	

Average Rating	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purposes
-Laboratory Technician licensure examination should be taken to obtain a license
-Attendance to seminar-workshop-training on computer program literacy should be done
-Commitments on assigned tasks should be met

Evaluated and Rated By:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 7/3/23

Recommending Approval:



MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 07 2023

Approved By:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/10/23

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: JANE M. ABAPO

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<ul style="list-style-type: none">Advised to attend training-workshop on the application of computer program/software commonly use in generating office documents;Taking of the PRC board/licensure examination for chemists/chemical technician;Application for chemist/chemical technician license without examination				March 27, 2023- Needed time to review for the PRC board licensure examination
Coaching	<ul style="list-style-type: none">One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings;Encourage the Staff to take the PRC board/licensure examination for chemists/chemical technician or apply for chemist/chemical technician license without examination				Needed more time to familiarize the use of computer for various applications

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

Conducted by: 

ELIZABETH S. QUEVEDO

Immediate Supervisor

Noted:



MA. THERESA P. LORETO

Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June, 2023**

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
Total Score		54				

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		54+ 23=77				
Average Score		4.5				

Overall recommendation : Works well with colleagues; should take the Chemistry/Chemical Technician licensure examination.



ELIZABETH S. QUEVEDO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANE M. ABAPO

Performance Rating: Outstanding

Aim: Aspire for an outstanding Administrative Staff and a licensed chemist/chemical technician

Proposed Interventions to Improve Performance:

Date: July, 2023

Target Date: December, 2023

First Step:

Prepare and take the chemist/chemical Technician licensure examination;
Attendance to workshops/training on the use of basic office computer programs and good laboratory practices

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO
Unit Head

Conforme:



JANE M. ABAPO
Name of Ratee Faculty/Staff