



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	4.80	70%	3.36
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

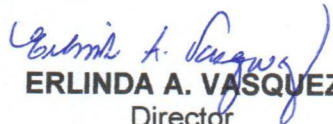
FINAL NUMERICAL RATING: **4.84**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MARIA ELSA M. UMPAD
AO II


Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Res., Ext., &
Innovation

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 JULY- DECEMBER 2020.

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 laboratory Head	2	2	J	J	J	J	Very difficult to purchase chemicals and other consumables through the supply office because of Covid
	• No. Of JO (Res. Assistant) supervised	• As laboratory Head	1	1					
	• Well maintained laboratory equipment	• Preventive maintenance	1	1					
		• Calibration	2	6					
		• Repair	1	1					
		• General cleaning & check-up	5	13					
	• Availability of lab consumables & reagents, office supplies • No. of forms produced • No. of charge invoices prepared • No. of data computed • No. of lab results prepared • No. of PR's prepared • No. of PPMP's prepared • No. of ISO docs maintained	• Procurement of lab & office supplies, chemicals	50% PR served	50% PR served					
		• Test request forms	5	5					
		• Charge invoices prepared	5	4					
		• Computation of data	25	50					
		• Prepare & print lab results	20	14					
		• PR's for office, lab supplies, etc.	3	6					
		• PPMP for PR's	3	6					
		• Updated ISO documents (equipment checklist, maintenance record, calibration record, etc.)	4	8					
		• Updated safety manual	1	1					
		• Updated manual of laboratory procedures	1	1					
	• No. of MSDS prepared	• Prepare & print MSDS data	10	15					

Laboratory Analysis	<ul style="list-style-type: none"> No. check samples prepared and maintained No. of Samples analyzed for HCN 	<ul style="list-style-type: none"> Check samples prepared and analyzed. Cassava samples analyzed 	3 275	3 887	5	5	5	5	
Research	<ul style="list-style-type: none"> No. of researches conducted 	<ul style="list-style-type: none"> As project staff 	1	1	4	5	5	4.67	
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 	<ul style="list-style-type: none"> As lab-in-charge As lab-in-charge As chemist 	100 % delivered 1 1	No visitors 1 1	4	5	5	4.67	Due to pandemic
Administrative Services	<ul style="list-style-type: none"> AS IGP in charge No. of financial reports prepared and submitted No. of annual reports prepared 	<ul style="list-style-type: none"> 12 (STF) IGP review Support Services review 	12 1 1	12 0 0	4	5	5	4.67	*feed mill operation stopped * review postponed indefinitely

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

*Prepare MR's for turn-over
to the Director or to the
next personnel who will
handle the job and laboratory*

Evaluated & Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Dept./Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Caruno
OTHELLO B. CARUNO
VP, Research & Extension

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Cynthia Dolores V. Godoy

Position: Sci. Res. Specialist II

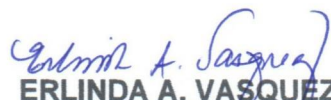
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
	4.83				
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				
	5.0				
	Average Score				
	4.92				

Overall recommendation : Outstanding


ERLINDA A. VASQUEZ
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: PHILROOTCROPS

Head of Office: Erlinda A. Vasquez

Name of Faculty/Staff: CYNTHIA DOLORES V. GODOY

Signature: 

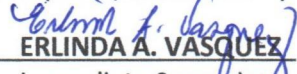
Date: July-December 2020

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

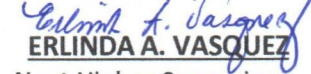
Activity Monitoring					Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Laboratory Management	<ul style="list-style-type: none"> Specific work assignment for each analysts for 2nd quarter. observing laboratory safety and housekeeping. Adopt new ISO protocol, including filling up of customer satisfaction forms. 	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:


ERLINDA A. VASQUEZ
Immediate Supervisor

Verified by:


ERLINDA A. VASQUEZ
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Cynthia Dolores V. Godoy

Signature: _____

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

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December, 2020

First Step:

- Facilitate the analyses of all remaining samples submitted.
- Follow up of unserved purchase orders.
- Comply with NC's and Gen. observations of the recent ISO evaluation.
- Attend to the responsibility as one research staff of an ongoing research project.
- Make additional preparation of documents for another ISO validation/evaluation. Follow up of unpaid accounts (charge invoices of non-VSU clients).

Result:

- By the end of the last quarter, 90% of purchase orders have been followed up.
- Generated income more than sufficient for the maintenance and operating cost of the laboratory.
- Accomplished needed laboratory documents for ISO.
- By the end of the last quarter, ninety percent (90%) of submitted samples have been analyzed and results released after full payment of analysis cost.

Date: January 2021Target Date: June 2021

Next Step:

- Meeting with staff for assignments of analyses. Come up with ways to speed up analysis of samples especially at reduced work force.
- Assessment of the workability status of the different equipment.
- Preparation of additional necessary documents for future ISO evaluation.
- Attend to calibration and maintenance of equipment and apparatus.
- Make labels of new and existing document files.
- Follow up repair and PMS of some equipment.

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 of PRC & ISO evaluation.

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ

Unit Head