



#### **DEPARTMENT OF PEST MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 63 53 565 0600 Local 1034 Email: pestmanagement@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: DENNIS G. GODOY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.71	70%	3.297
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
	TOTAL NUN	IERICAL RATING	4.82

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.72
FINAL NUMERICAL RATING	4.72
ADJECTIVAL RATING:	OUTSTANDIN

Prepared by:

Reviewed by:

**OUTSTANDING** 

DENNIS G. GODOY Name of Staff

ROBELYN T. PIAMONTE Department/Office Head

Recommending Approval:

VICTOR B. ASIO Dean/Director

Approved:

BEATRIZ S. BELONIAS Vice President for Academic Affairs

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# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>DENNIS G. GODOY</u>, Laboratory Technician I of the <u>DEPARTMENT OF PEST MANAGEMENT</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July** to **December**, **2023**.

DENNIS G. GODOY

Approved:

ROBELYN T. PIAMONTE

Head of Unit

ate: 1AN 1 2 2024

	Success Indicators Tasks Assigned		Actual Accomplishment	Rating				REMARKS	
MFO & PAPs		Target		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
Administrative Support Services	# of lab. Materials issued	Issued laboratory equipment to students & lab. Instructors	500	600	2	5	3	5.0	
	# of chemicals /reagent requested by the Faculty and students	Prepared chemicals, reagents, dispersing of culture media	20	29	2	5	5	5.0	
	# of microscopes cleaned	Cleaned microscopes	50	51	5	4	Š	4.67	
	# of sterilized glasswares	Sterilized glasswares	100	500	t	5	5	6.0	
	# conduct equipment maintained and checked	Equipment maintained and checked	50	100	3	24	4	4.33	2
	# of times an inventory was conducted	Assisted/Conducted inventory of laboratory supplies and equipment	1	1	4	4	7	4-33	
	# of calibrated instrument and equipment	Facilitate/Perform calibration of instrument and equipment	10	9	4	4	7	4-33	
	# of Examinations assisted	Act as proctor during examinations and assisted in the preparation of specimen during practical examinations		6	5	5	Î	4.0	. ,
Total Over- all Rating								37.66	

Average Rating	4.71
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

performs	well	hi	2
assigned to	ske	to8	ks

Evaluated & Rated by:

**Recommending Approval:** 

Approved by:

POBELYN T. PIAMONTE
Dept/Unit Head
Date: JAN 1 2 2024

**VICTOR B. ASIO** 

Dean/Director, Date:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 0 7 0

1 – Quality

2 - Efficiency

3 - Timeliness

4 – Average





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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December 2023</u>	
Name of Staff: Dennis G. Godoy	Position: Lab Tech I

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.
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Scale	<b>Descriptive Rating</b>	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. C	ommitment (both for subordinates and supervisors)		5	Scale	Э	
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			5	7	

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						
	Average Score		4	.71			

Overall	recommend	ation
Overall	recommend	allul

ROBELYN T. PIAMONTE Head, DPM

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dennis G. Godoy Performance Rating:
Aim: In-house calibration of laboratory equipment
Proposed Interventions to Improve Performance:
Date: Target Date: <u>January - December 2024</u>
First Step: Attend training on calibration of laboratory equipment
Result: acquire basic knowledge in proper handling and calibration of laboratory equipment
Date: Target Date: January 2024
Next Step: Inventory of laboratory equipment with minor defects that needs repair
Outcome: laboratory equipment with minor issues were calibrated
Final Step/Recommendation: None.
Prepared by:  ROBELYN T, PIAMONTE  Unit Head

Conforme:

DENNIS & GODOY Name of Ratee Faculty/Staff