

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: JANE M. ABAPO

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.477777778
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		TOTAL NUMERICAL	4.953777778

EQUIVALENT NUMERICAL RATING: 4.95
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: 0


Prepared by:


JANE M. ABAPO
Name of Administrative Staff


Reviewed by:


CANDELARIO L. CALIBO
Department Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved by:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Jane M. Abapo, of the Department of Pure & Applied Chemistry, College of Arts & Sciences 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 1 - June 30, 2016.

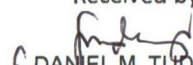
JMA
JANE M. ABAPO
 Ratee


Approved:


CL
CANDELARIO L. CALIBO
 Department Head

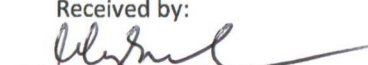
MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Higher Education Services	PI.1.Number of solutions/glasswares prepared /day/lab	Instruction	Facilitated the preparation of solutions etc used for lab/day	95%	100%	5	5	5	5	
		PI.2 Number of faculty/students assisted /day/lab		Assisted faculty/students	98%	100%	5	5	5	5	
		PI. 3Number of borrowers slip prepared /day/lab		Number of borrowers slip prepared	95%	95%	5	5	5	5	
		PI. 4 Number of glasswares/apparatus cleaned/day		Facilitated washing of glasswares	95%	100%	5	5	5	5	
		PI. 5 Number of chemicals listed for purchase		Facilitated purchase of chemicals	98%	100%	5	5	4	4.6667	
		PI. 6 Number of times assisted/proctored exams		Proctored exams	3 times	6times/sem	5	5	5	5	
		PI. 7 Number of times prepared /facilitated for practical exams		Prepared/facilitated practical exams	1/sem	1/sem	5	5	5	5	
		PI. 8 Prepared daily incident report/day		Prepared every after class	once a week	once a week	5	5	5	5	
		PI. 9. Number of trainings attended		training	1	1	5	5	5	5	Chemical security & safety training (CSST) Bohol
				workshop	1	1	5	5	5	5	WS in prepn for AACUP level III
MFO 5:	Support to Operations	PI 1: Number of lab sections and faculty served on time during the scheduled laboratory class	Administrative	laboratory sections assisted	10/day	15 /day	5	5	5	5	
				assisted faculty	6 faculty/day	10 faculty/day	5	5	5	5	
		PI 2.. Percentage of requests for reagents prepared and issued during scheduled lab classes	Administrative	Requests prepared and issued	95%	100%	5	5	5	5	
		PI 3. Number of thesis students performing research functions requesting for technical services served on time	technical services served	Thesis students served on time	20	30	5	5	5	5	

		PI 4. Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week	technical services served	students served performing research	10/week	12/week	5	5	5	5	
				faculty members performing research	3/week	5/week	5	5	5	5	
		PI 5. Emergency assistance	Emergency assistance	Emergency requests for assistance served within 5 mins.	1	1	5	5	5	5	
		PI 6. Number of consolidated/filed documents	Administrative	Consolidate/bound/file documents	15		5	5	5	5	
		PI 7. Conducts inventory every semester	technical services served	Submitted inventory on time	1/sem	5%	5	5	4	4.6667	
		PI 8. Number of student evaluations conducted		facilitated student evaluation & submits result on time	1/sem	1/sem	5	5	5	5	assigned in DLABS
MFO 6:	General Administration and Support Services (GASS)										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General services	Customer assistance	0% complaint	0% complaint	5	5	5	5	
	Total Over-all Rating									104.33	
	Average Rating									4.97	
	Adjectival Rating										

Received by:

DANIEL M. TUDTUD
Head, Planning Office

Calibrated by:

REMBERTO A. PATINDOL
Chair, PMT

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Instruction

Received by:

EDGARDO E. TULIN
VSU President

Date: _____

Date: _____

Date: _____

Date: _____

Average Rating (Total Over-all rating divided by 6)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Received by:

DANIEL M. TUdTUD
Head, Planning Office

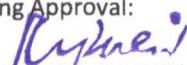
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chair, PMT

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EDGARDO E. TULIN
VSU President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2016

Name of Staff: Jane M. Abapo

Position: Laboratory Technician

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	2	3	4	5
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.					✓
2.	Makes self-available to clients even beyond official time					✓
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					✓
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					✓
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.				✓	
7.	Keeps accurate records of her work which is easily retrievable when needed.					✓
8.	Suggests new ways to further improve her work and the services of the office to its clients					✓
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					✓
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					✓
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					✓
12.	Willing to be trained and developed					✓
Total Score						59

