

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MA. DELIA A. PAGENTE**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	4.70 x 70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: **4.72**

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.72**

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MA. DELIA A. PAGENTE
Name of Staff

Reviewed by:

EUGENE B. LAÑADA
Department/Office Head

Recommending Approval:

EUGENE B. LAÑADA
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, MA. DELIA A. PAGENTE of the College of Veterinary Medicine commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.

MA. DELIA A. PAGENTE

Rate

Approved:

EUGENE B. LAÑADA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of Equipment receipt (ARE)	Physical inventory and Safe keeping of laboratory equipment	140	200	5	5	5	5.00	
		Conduct physical inventory of laboratory supplies, chemicals and reagent	12	20	5	5	5	5.00	
	Number of documents acted upon on time	Conduct/check quizzes, long exams (Midterm, Final and Removal exams)	160	353	5	4	4	4.33	
	Number of assigned task completed before deadline	Assist faculty and students in microbiology, public health, parasitology, physiology, virology, immunology and other related subjects in their laboratory classes and students conducting their thesis	85	142	5	4	5	4.67	
		Assist faculty/staff and students in signing their VSU clearance	5	12	5	5	5	5.00	
	Number of documents released on time	Released the results of laboratory analysis	3	8	4	4	4	4.00	
Laboratory Services	Number of chemicals acted on time	Prepared Culture Media (Nutrient Agar, Blood Agar Nutrient broth, TSBroth, Tetrathionate/ Selenite medium) BPW, Differential and selective medium-(BG, BSA, DCA, EMB, MacConkey, SSA, SLD, Staph 110, Starch agar,) PCA, SABORAUD agar, PDA, Lactose broth, MRS broth, MRS agar, Biochemical reagents set, Biochemical	9000	1530	5	5	5	5.00	

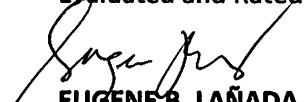
		Media, Staining-grams stain set, Spore staining set, capsule staining set, Flagella stain set, indirect staining set and etc.							
	Number of chemicals, instruments and glassware's release on time	Released Perti plates, test tubes, Durham tubes, vials, micro slides, test tube rack, thermometer, stethoscopes	8000	18000	5	4	4	4.33	
	Number of laboratory equipment's acted and release on time	Released Microscope, centrifuge, weighing scale, triple beam balance, stirrer, oven autoclave, hemocytometer etc.	35	84	4	5	5	4.67	
	Number of laboratory analysis	Conduct diagnostic and microbial analysis	2	7	5	5	5	5.00	
Total Over-all Rating								47.00	

Average Rating (Total Over-all rating divided by 10)	47.00	4.70
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose;

- More training needed on biosecurity/biosafety
- Admins have more duties needed

Evaluated and Rated by:


EUGENE B. LAÑADA
 Dept./Unit Head

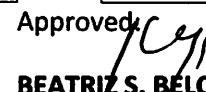
Date: _____

Recommending Approval:


EUGENE B. LAÑADA
 College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice Pres. for Instruction

Date: _____

LEGEND: Q¹ –Quality
 E² – Efficiency
 T³ – Timeline
 A⁴ – Average

4.6 - 5.0 Outstanding
 3.8 - 4.5 Very Satisfactory
 3.0 - 3.7 Satisfactory
 2.2 - 2.9 Unsatisfactory
 2.1 - Bellow Poor

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: **January 1, 2018 – June 30, 2018**

Name of Staff: **MA. DELIA A. PAGENTE**

Position: **Administrative Officer III**

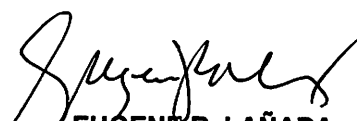
Instruction of supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Quantitative 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 requirement
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.	Submit 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 task as his/her share of the office targets and delivers output 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 I 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 client.	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 by 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 of outputs of which result 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						
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, report, 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 alignment 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						

Overall recommendation: _____


EUGENE B. LAÑADA
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. DELIA A. PAGENTE

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the targets.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: Conduct physical inventory of laboratory equipments, chemicals reagents, supplies and material, prepares media culture, etc. assist faculty and students in microbiology, public health and conduct diagnostic and microbial analysis of clientele.

Result: Submit physical inventory documents released culture media, chemical reagent supplies and materials and result of microbial analysis to client/student and faculty.

Date: April 2018 Target Date: June 2018

Next Step: Continuous preparation of physical inventory of laboratory equipment and supplies, Training on biosecurity/biosafety and administrative duties needed

Outcome: Smooth operation of laboratory work

Final Step/Recommendation:

The weekly program of activities should be made ahead of time.

Prepared by:


EUGENE B. LAÑADA
Unit Head

Conforme:


MA. DELIA A. PAGENTE

Ratee