



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff:

Angelica Asay

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.62</b>

TOTAL NUMERICAL RATING:

4.62

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.62

ADJECTIVAL RATING:

Outstanding

Prepared by:

Angelica Asay  
Name of Staff

Reviewed by:

SUZETTE B. LINA  
Department/Office Head

Recommending Approval:

VICTOR B. ASID  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President

**Vision:**

A globally competitive university for science, technology, and environmental conservation.


**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **ANGELICA C. ASOY** of the **Department of Soil Science, College of Agriculture** 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 to December 2021 (Accomplishments)**.

  
**ANGELICA C. ASOY**  
Ratee

Approved:   
**SUZETTE B. LINA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
General Administration and Support Services (GASS)									
Laboratory Technician II	1. No. of Soil and plant tissues samples analyzed	Analyzed soil and plant tissue samples including the following activities: a. Checked & lab coding of samples received b. issue billing slips for lab accounts c. Prepare glasswares and reagents needed for the analysis d. Weighing samples for analysis and for drying e. Computation and consolidation of data f. Encoding and typing of test results ready for signatures g. released test results	25	12.5	5	5	5	5	Have analyzed samples for students thesis
	2. No. of Students	2. Assist lab instructors/students in the following: a. prepare reagents b. Setting up exercises c. Releasing/receiving of materials	25	12.5	4	4	4	4	
	3. No. of lab equipment operated and maintained	3. Operate and maintains lab equipment	2	1	5	5	4	4.75	
	4. No. of inventory	4. Inventory of chemicals and lab supplies	1	0.5	5	5	5	4.80	

	of chemicals and laboratory supplies								
	5. No. of monthly report as required by the VSU	5. a. Copy official receipt no. of Client at VSU cash division b. Prepare Monthly report of 628DASS ready for signature and submit to VSU	1	0.5	4.6	4.5	4	4.02	
	6. No. of clients/visitors in the lab.	6. Attend to visitors in the lab/ assists in training programs conducted by the dept.	10	5	5	5	5	5	
	Others:	a. Updating the cost/price of chemicals use in the analysis b. Inventory of Lab equipment and glassware for returned to VSU property office			4.8	4.5	4.6	4.63	
<b>Total Overall Rating</b>								4.60	

Average Rating (Total Overall rating divided by 7)		4.60
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments and Recommendations for Developments Purpose:**

- Maintain the Outstanding Rating
- Attend relevant trainings to work
- Apply the new learnings in the laboratory.

Evaluated and Rated by:

**SUZETTE B. LINA**

Dept. Head

Dated: \_\_\_\_\_

Recommending Approval:

**VICTOR B. ASIO**

CAFS Dean

Date: \_\_\_\_\_

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2021

Name of Staff: Angelica Aray Position: Lab Tech. 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


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Total Score		56 ÷ 12				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.66				

Overall recommendation : \_\_\_\_\_

  
SUZETTE B. LINA \*  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANGELICA C. ASOY

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: JULY 2021

Target Date: DECEMBER 2021

First Step:

To attend trainings and seminars to improved skills as administrative staff

Attend trainings on laboratory safety measures and precautions

Result:

Has attended training on GAD, PPMP, CUMULUS, HRIS, AACUP, RQAT

Date: JANUARY 2022

Target Date: JUNE 2022

Next Step:

Attend more trainings related to LAB TECH work.

Apply the new learnings from the training to be attended

Outcome: Scout for trainings and seminars outside the university related to administrative and laboratory function.


Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:

  
SUZETTE B. LINA  
Unit Head

Conforme :

  
ANGELICA C. ASOY  
Lab Tech II