

Annex P

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

Name of Administrative Staff: Aniceta M. Lumacad

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: 0

Prepared by:

Aniceta M. Lumacad  
**ANICETA M. LUMACAD**

Name of Staff

Reviewed by:

Suzette B. Lina  
**SUZETTE B. LINA**  
Department/Office Head

Approved:

Beatriz S. Belonias  
**BEATRIZ S. BELONIAS**  
Vice President

**"Exhibit B"**

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

I, **Ms. Aniceta M. Lumacad** of the Department of Soil Science, **College of Agriculture** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2019**.

  
**ANICETA M. LUMACAD**  
Ratee

Approved:

  
**SUZETTE B. LINA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
General Administration and Support Services (GASS)									
Lab Technician II	1. No. of Soil and plant tissue samples analyzed	1. 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 & reagents needed for the analysis d. Weighing samples for analysis & for drying. e. Computation and consolidation of data f. Encoding and typing of test results ready for signatures. g. Released test results	50	659	5	5	5	5	



Average Rating (Total Over-all rating divided by 10)		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		Outstanding
ADJECTIVAL RATING		<del>Very Satisfactory</del>

**Comments & Recommendations  
for Development Purpose:**

She's encouraged to maintain  
good record keeping &  
serve/deal clients w/  
smile. All.

Evaluated and Rated by:

SUZETTE B. LINA

Dept. Head

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

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

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2019Name of Staff: Ancieta M. LumanadPosition: 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
Total Score	57				
<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					

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

  
MYETTE B. LINA  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: January to June 2019

First Step:

To attend trainings and seminars to improved skills as laboratory technician

Attend trainings on laboratory safety measures and precautions

Result:

Has attended training/seminars related to laboratory management

Date: June 2019

Target Date: June to December 2019

Next Step:

Attend more trainings related to administrative work

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:



ANICETA M. LUMACAD

Name of Staff