



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	4.81 x 70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.44
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING:

4.81

Add: Additional Approved Points, if any:

4.81

TOTAL NUMERICAL RATING:

4.81

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MA. DELIA A. PAGENTE

Name of Staff

SANTIAGO T. PEÑA, JR.

Department Office Head

Recommending Approval:

SANTIAGO T. PEÑA, JR.

College Dean

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

**“Exhibit B”**

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

I, **MA. DELIA A. PAGENTE**, of the **College of Veterinary Medicine** 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 - June 2021**.

**MA. DELIA A. PAGENTE**

Ratee

Approved: **SANTIAGO T. PEÑA, JR.**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services	Number of Equipment receipt (ARE)	Physical inventory and Safe keeping of laboratory equipment, instruments and glass wares	1000	1000	5	4	5	4.67	
	Number of documents acted upon on time	Conduct physical inventory of laboratory supplies, chemicals and reagents	500	550	4	5	5	4.67	
	Number of assigned task completed before deadline	Assist faculty/staff in signing VSU clearance	10	20	5	4	5	4.67	
	Number of lab. materials /instruments/equipment acted on time	Autoclaving, Disinfecting and Cleaning of Lab. materials, instruments and equipment	1000	1500	5	5	5	5.00	
Laboratory Services	Number of chemicals & samples acted on time	Prepared Culture Media (Nutrient Agar, Blood Agar Nutrient broth, TSBroth ,Differential and selective medium, Starch agar,, SABORAUD aga slant and plates, PDA, Lactose broth, , Biochemical reagents set, Biochemical Media, Staining-grams stain & others	2000	3000	5	5	4	4.67	

	Number of Microorganisms to be acted on time	conduct Microbial analysis in maintaining the viability of the stock culture	30	35	5	5	5	5.00	
	Number of laboratory analysis	Conduct microbial analysis for research.	300	300	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>33.68</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>33.68/7</b>	<b>4.81</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>	
<b>FINAL RATING</b>		<b>4.81</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Improve organization of admin staff for stronger admin support*

Evaluated & Rated by:

Recommending Approval:

Approved by:

**SANTIAGO T. PEÑA, JR.**

Dept/Unit Head

Date: 11/4/2011

**SANTIAGO T. PEÑA, JR.**

College Dean

Date: 11/4/2011

**BEATRIZ S. BELONIAS**

Vice President

Date: 11/5/2011

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2021**

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

Position: **Administrative Officer III**

**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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2

**FM-PRO-14**  
v1 05-27-2020

No. *168*



12. Willing to be trained and developed	5	4	3	2	1
Total Score					
<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 : \_\_\_\_\_

  
**SANTIAGO T. PEÑA, JR.**  
 Printed Name and Signature  
 Head of Office

Exhibit L

**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 2021 Target Date: June 2021

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: March 2021 Target Date: June 2021

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

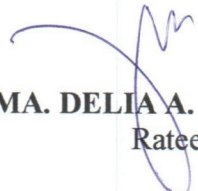
Final Step/Recommendation:

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

Prepared by:

  
**SANTIAGO T. PEÑA, JR.**  
Unit Head

Conforme:

  
**MA. DELIA A. PAGENTE**  
Ratee