



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

**Annex P**

Name of Administrative Staff: Godoy, Cynthia Dolores V.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.80	70%	3.36
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: **Outstanding**

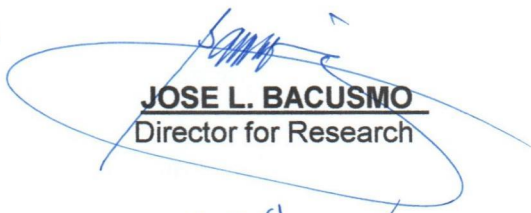
Prepared by:

  
**MARIA ELSA M. UMPAD**  
AO II

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Res., Ext., & Innovation

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CYNTHIA DOLORES V. GODOY, OF THE CASL 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 to JUNE, 2020.

CYNTHIA DOLORES V. GODOY

Ratee

Approved:

E.A. VASQUEZ

Head of Unit

MFO/PAPS	Success Indicators	Task Assigned	Target	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Laboratory Management	• No. of SRA supervised	• As laboratory Head	2	2					Very difficult to purchase chemicals and other consumables through the supply office
	• No. Of Laborer supervised	• As laboratory Head	1	1					
	• Well maintained laboratory equipment	• Preventive maintenance	4	4	✓	✓	✓	✓	
		• Calibration	4	4					
		• Repair	2	3					
		• General cleaning & check-up	5	8					
	• Availability of lab consumables & reagents, office supplies	• Procurement of lab & office supplies, chemicals	50% PR served	25 % PR served					
	• No. of forms produced	• Test request forms	5	6					
	• No. of charge invoices prepared	• Charge invoices prepared	12	14					
	• No. of data computed	• Computation of data	150	175					
Laboratory Analysis	• No. of lab results prepared	• Prepare & print lab results	50	55					
	• No. of PR's prepared	• PR's for office, lab supplies, etc.	4	8					
	• No. of PPMP's prepared	• PPMP for PR's	4	8					
	• No. of ISO docs prepared	• Prepare ISO docs for eqpt checklist, maintenance, calibration, etc.	5	8					
	• No. of requested analysis performed	• HCN, chlorophyll, water turbidity	50	175					
	• No. check samples prepared and maintained	• Check samples prepared and analyzed.	3	3	✓	✓	✓	✓	

Research	<ul style="list-style-type: none"> <li>No. of researches conducted</li> <li>No. of trainings conducted</li> </ul>	<ul style="list-style-type: none"> <li>As project staff</li> <li>As trainer</li> </ul>	1 1	1 1	4	5	5	4.67	
Extension Services	<ul style="list-style-type: none"> <li>No. of visitors/students oriented and brief in the lab</li> <li>No. of staff supervised/trained who are new to the laboratory</li> </ul>	<ul style="list-style-type: none"> <li>As lab-in-charge</li> <li>As lab-in-charge</li> <li>As chemist</li> </ul>	100 % delivered 1 1	X 1 1	4	5	5	4.67	Not allowed 'coz of covid
Administrative Services	<ul style="list-style-type: none"> <li>AS IGP in charge</li> <li>No. of financial reports prepared and submitted</li> <li>No. of annual reports prepared</li> </ul>	<ul style="list-style-type: none"> <li>12 (STF)</li> <li>12 (Feed mill)</li> <li>IGP review</li> <li>Support Services review</li> </ul>	12 12 1 1	12 X No review No review	4	5	5	4.67	Preparation of report was done by the manager.


4.80

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations  
for Development Purpose:

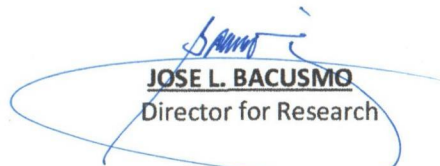
MRs for inventory in  
preparation for retirement

Evaluated & Rated by:

  
**ERLINDA A. VASQUEZ**  
Dept./Unit Head


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

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
VP, Research & Extension

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: Godoy, Cynthia Dolores V.

Position: Sci. Res. Specialist 2

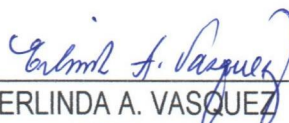
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	4.83				
<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	4.92				

Overall recommendation : Outstanding

  
 ERLINDA A. VASQUEZ  
 Head of Office



## PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: CYNTHIA DOLORES V. GODOY

*Cynthia Godoy*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/ RDE & university's concerns	Meetings called by VP	Issuance of internal memoranda		Attendance to meetings
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress  Group coaching during meetings			Proposal prepared and submitted to funding agencies  New proposal for evaluation

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CYNTHIA DOLORES V. GODOY**

Performance Rating: Outstanding

Aim: To manage and oversee the activities of the Central Analytical Services Lab  
To perform research functions as required

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step:

Oversee the on-going activities of CASL  
Supports other researchers in the conduct of their researches  
Attends related trainings for capability build-up (equipment maintenance and trouble shooting)

Result:

- Implemented the scheduled activities of CASL
- Analyzed samples as requested by the researchers
- Attended capability build-up trainings
- Served as resource persons in training activities

Date: July 1, 2020

Target Date: Dec 31, 2020

Next Step:

Continue with the on-going activities of CASL  
Continue with the requested analysis  
Prepares MRs for inventory in preparation for retirement on March 23, 2021

Outcome: CASL organized and equipment properly maintained  
Served as resource persons in training activities  
MRs organized, equipment for condemnation already at the Property Office  
List of MRs for transfer to other personnel upon retirement

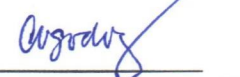
Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit proposals for upgrading / development CASL.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
Name of Ratee / Faculty/Staff