

Annex P

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

Name of Administrative Staff: **VICTORIA G. PALERMO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	4.65 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	4.9 x 30%	1.47
TOTAL NUMERICAL RATING			4.73


TOTAL NUMERICAL RATING: **4.73**

Add: Additional Approved Points, if any:

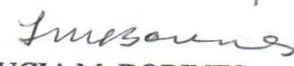
TOTAL NUMERICAL RATING: **4.73**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


VICTORIA G. PALERMO
Name of Staff

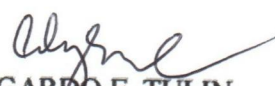
Reviewed by:


LUCIA M. BORINES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VICTORIA G. PALERMO, of the PLANT DISEASE DIAGNOSTIC LABORATORY 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, 2016.

VICTORIA G. PALERMO
Ratee

Approved:


LUCIA M. BORINES
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Research and Support Services	Number of project researchers and students researcher that used the laboratory facilities with close supervision	In charge in the supervision of the projects and students researchers during the operation of laboratory facilities	12	70	4.8	4.8	4.8	4.8	
MFO2: Extension Services	Number of farm field visits	Visits farm, collect specimens and advice farmers for control management	2	3	4.5	4.5	4.5	4.5	
	Number of walk-in clients like students and researchers that demands orientation of the activities of the laboratory and consultation services	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	20	55	4.7	4.6	4.8	4.7	
MFO3: Trainings Conducted	Number of person-days trained weighted by length of training (PCR Hands-on Training for 1 week)	Demonstrate the use of equipment to students	5	15	4.8	4.7	4.6	4.7	
		Demonstrate DNA Extraction and PCR Analysis	3	15	4.8	4.7	4.5	4.7	
MFO3: Diagnostic Services	Number of clients served through molecular analysis, microbial analysis, routine diagnosis, isolation and purification of microorganisms	Entertain clients and discussed with them the nature of analysis to be done and give the approximate cost of the analysis	Institution-3	5	4.6	4.7	4.7	4.7	
			Students- 20	50	4.7	4.7	4.7	4.7	

	Number of samples analyzed	and do the analysis							
		Molecular analysis:							
		a. DNA Extraction	15	70	4.7	4.6	4.6	4.6	
		b. DNA Concentration check	15	70	4.7	4.6	4.6	4.6	
		c. PCR and Enzyme Digestion	15	70	4.7	4.6	4.5	4.6	
		d. Gel Electrophoresis, Staining and Documentation	15	70	4.7	4.6	4.6	4.6	
		Microbial analysis:							
		a. Microbial Counts/Serial Dilution Technique	15	30	4.7	4.6	4.6	4.6	
		b. Isolation and pure culture maintenance	10	25	4.7	4.6	4.6	4.6	
			10	50	4.7	4.7	4.7	4.7	
	c. Microbial Documentation	10	50	4.7	4.7	4.7	4.7		
	d. Slide mount preparation								
	Routine Diagnosis:								
	a. Make analysis report	5	8	4.8	4.8	4.7	4.8		
	b. Served the needed cultures for student research	10	15	4.7	4.7	4.7	4.7		
	Number of clients served on time and with zero complaint		70	4.8	4.8	4.7	4.8		
MFO 4: IEC Materials Distributed	Number of DVD and IEC materials distributed	Leaflets to control Phytophthora decline disease on Jackfruit and Leaflets on How to manage Phytophthora disease of Jackfruit in the nursery, DVD on the management of the Phytophthora decline disease	5	10	4.6	4.5	4.5	4.5	
MFO5:									
Administrative Services	Number of Purchase Request, Reimbursement Vouchers, Travel Vouchers, Job request, Telephone bill payment, vouchers. contract and other documents prepared and make follow-ups	Prepare, encode, sign and make messengerial/follow-up works for approval of documents	25	50	4.8	4.8	4.8	4.8	
	Number of routine laboratory activities	A. Clean and maintain functional	20	50	4.6	4.7	4.6	4.6	

Average Rating (Total Over-all rating divided by 4)	4.65
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

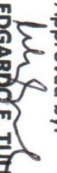
Comments & Recommendations
for Development Purpose:

Received by:

Planning Office

Calibrated by:

REMBERTA A. FATINDOL, PhD
PMT

Recommending Approval:

OTHELLO B. CAPUNO
Vice President

Approved by:

EDGARDO E. TUIN
President

Date: _____
1 - quality
2 - Efficiency
3 - Timeliness
4 - Average

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-July 2016

Name of Staff: VICTORIA G. PALERMO Position: Science Research Specialist

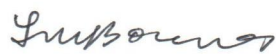
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
10. 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, 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		59.0				
Average Score		1.9				

Overall recommendation : _____


LUCIA M. BORINES
 Name of Head