



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: VICTORIA G. PALERMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.53


TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: OUTSTANDING


Prepared by: 
VICTORIA G. PALERMO
Name of Staff

Reviewed by: 
LUCIA M. BORINES
Department/Office Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation

"Exhibit B"

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 and accomplishments in accordance with the indicated measures for the period July to December, 2021.


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 student's 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	2	-	-	-	-	-	None due to pandemic and no face to face classes
MFO2: Extension Services	Number of walk-in clients like students and researchers that demands services of the laboratory	Frontline in-charge to walk-in clients like students, researchers, and others that needs services of the laboratory	3	17	4.5	4.5	4.5	4.5	
MFO3: Diagnostic Services	Number samples analyzed through routine diagnosis and microbial analysis	In charge in Microbial Counts/Serial Dilution Plate Technique, routine diagnosis, microscopic examination, isolation and purification, of pathogen and	3	8	4.6	4.6	4.6	4.6	
	Number of laboratory analysis results released	Prepare the diagnostic reports/microbial analysis report and drafts management recommendations for the specific disease found	2	5	4.6	4.6	4.6	4.6	


MFO4: Administrative Services	Number of Purchase Request, Reimbursement Vouchers, Job request, vouchers. Contract and other documents prepared and made follow-ups	Prepare, encode, sign and make messengerial/follow-up works for approval of documents	10	59	4.5	4.5	4.5	4.5	
		Received documents from other offices	15	28	4.5	4.5	4.5	4.5	
	Number of routine laboratory activities	A. Cleaned and maintained functional laboratory equipment with written maintenance report, cleanliness of laboratory room	20	72	4.6	4.6	4.6	4.6	
		B. Prepare chemical reagents and culture media and also includes washing and sterilization of glass wares	100%	100%	4.5	4.5	4.5	4.5	
	Number of equipment repaired to service provider and lab repair facilitated	Request for Computer PC reformatting, HAIER Freezer Temperature Setting and Repair of generator of the laboratory	2	3	4.5	4.5	4.5	4.5	
	Number of laboratory accomplishment reports, OPCR/IPCR and other ISO related documents	Make and encode quarterly and semi accomplishments reports, OPCR/IPCR. and other ISO related documents	3	60	4.6	4.6	4.6	4.6	
	Number of meetings and trainings related to over-all activities of the laboratory and do other task and functions requested by the head	Attend scientific fora, seminars and meetings	1	13	4.5	4.5	4.5	4.5	
MFO5: Income Generations	Service provider in-charge	Income generating services: CASH In-Kind (Culture medium)	P2, 000.00	P18,000.00 4,000.00	4.5	4.5	4.5	4.5	

Total Over-all Rating									49.9
Average Rating (Total Over-all rating divided by 4)			4.54						
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.54						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

She might retire soon but her possible attendance to seminars/webinars can still improve her performance


Evaluated and Rated by:


LUCIA M. BORINES
 Head, PDDL

Date: _____


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

Recommending Approval:


ROSA OPNELIA D. VELARDE
 Director

Date: _____

Approved by:


MARIA JULIET C. CINEZA
 Vice President R, E and I

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

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
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					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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					4.5

Overall recommendation : _____


LUCIA M. BORINES
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORIA G. PALERMO

Performance Rating: OUTSTANDING

Aim: Improve Performance

Proposed Interventions to Improve Performance:

Date: July, 1, 2021 Target Date: December 31, 2021

First Step: 1. Makes self-available to clients even beyond official time.

2. Attend seminar to develop knowledge and competence.

Result: 1. No complaint received from clientele.

2. Attended seminars, trainings and meetings.

Date: January 1, 2022 Target Date: June 30, 2022

Next Step: 1. Needs more trainings in other computer softwares


2. Attendance to seminars and webinars in plant disease diagnosis

Outcome: 1. To improve her other duties as Ddrc of PDDL


Final Step/Recommendation: Trainings on the following will do good for Ms. Palermo and the laboratory:

1. She needs more trainings on some computer softwares and use of online platforms to adopt to the rigorous of the new normal
2. Maintenance and if possible calibration of few equipment
3. More trainings on disease identification

Prepared by:


LUCIA M. BORINES
Head, PDDL

Conforme:


VICTORIA G. PALERMO
Name of Ratee