


**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff: **PEARL P. VISTAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.75

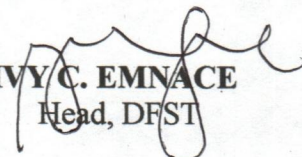
TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: 0.00
FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding


Prepared by:


PEARL P. VISTAL
Name of Staff

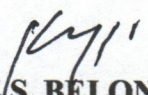
Reviewed by:


IVY C. EMNACE
Head, DFST

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS


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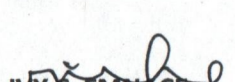

BEATRIZ S. BELONIAS
Vice President for Instruction


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Pearl P. Vistal**, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July - December 2019**

Approved:


PEARL P. VISTAL
Ratee


IVY C. EMNACE
Head of Unit


VICTOR B. ASIO
Dean, CAFS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets encoded and Printed	Encode and print	Encoded and printed gradesheet for Submission to Graduate School	15	25	5	5	5	5.00	
	Number of Teaching Performance Evaluation by Students reproduced	Printed and prepared the materials for evaluation	Printed and submitted to OVPI	100	356	5	5	5	5.00	
	Number of exams, handouts, laboratory exercises reproduced	Reproduction	Reproduced Exams, Lab Exercises	10	50	5	5	4	4.67	
	Number of exams collate	Collating	Collated exams and exercises	10	15	5	5	5	5.00	
	Number of Report Student Completion Grades recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitated, recorded, submitted and filed students completion of grades	5	8	5	4	5	4.67	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	100% no complaint		5	5	5	5.00	

Student Services	Documents requested by students served on time										
	1. Number of overtime work permit issued to students	Issuing of overtime permit	Facilitated students in issuance of permits	10	12	5	5	5	5.00		
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVP within the day during the evaluation period	Evaluation Facilitator	Facilitates Teachers Performance Evaluation	5 class sched.	9 class schedules	5	5	5	5.00		
Secretarial Works	Prepared, encode and complies documents for ISO	Preparation, compilation and submission of documents to QAC	Facilitates submission and compilation of documents for ISO	50%	85%	4	4	4	4.00		
	Number of Incoming and Outgoing documents recorded & released	Recording	Recorded Incoming and outgoing documents	20	285	5	5	4	4.67		
	Number of OPCR, IPCR, PMP & PR prepared, reproduced and submitted	Preparation and submission of documents	Encoded, prepared, reproduced and submitted IPCR, OPCR, PMP & PR	15	25	5	4	4	4.33	OPCR (July-December Targets & Accomplishments), IPCR (July-December Targets & July-December Accomplishments)- 2 copies, OPCR 7 faculty & 3	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared and submitted outgoing documents								
	1. Job Requests Preparation	Preparation and Submission of Job Requests	Prepared and Submitted Job Requests to Concerned Units	5	13	5	5	4	4.67		
	2. Pre-Travel Cash Advances and Liquidation of travel expenses	Preparation of pre-travel cash advances and liquidation/reimbursements of travel expenses	Prepared and submitted pre-travel cash advances and liquidation/reimbursements of actual travel expenses	1	13	5	4	4	4.33		
	3. Projected faculty workload for the succeeding semester	Preparation of Projected Workload	Prepared projected faculty workload	1	1	5	5	5	5.00	Projected Faculty workload for 2nd Semester 2019-2020	

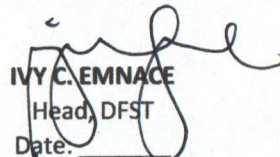
4. Standard government forms	Preparation and submission of standard government forms	Prepared and submitted standard government forms	7	105		5	4	4.67	Travel Orders, DTRs, Pass Slips, Application for Leave, Travel Orders)
Number of Purchase Requests, PPMPs prepared and	Preparation of PR's and PPMPs	Prepared and Submitted PRs and PPMPs	5	8	5	5	4	4.67	
Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls	Prepared and submitted Payrolls	20	48	5	5	5	5.00	4 Research Assistants
Number of outgoing and incoming communications prepared and submitted to concerned units	Preparation, submission of outgoing communications	Prepared outgoing communications for submission to concerned units	15	45	5	5	4	4.67	
Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared and submitted financial documents	5	15	5	5	4	4.67	Cash Advance Replenishments, Liquidation (GF, Lab. Share, Research & Extension)
Number of DFST documents consolidated/filed	Consolidating/filing	Consolidated and filed documents	50	250	4	5	4	4.33	
Other Services		Does task assigned as member of the committee	1	3	5	4	5	4.67	ISO Document Controller, Member of Assigned Dept. Comm.
Total Over-all Rating								99.00	

Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	OUTSTANDING

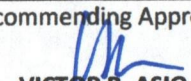
Comments and Recommendations for Development Purpose:

Attend relevant seminars and trainings for capacity building

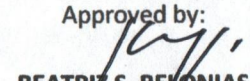
Evaluated and Rated by:


 IVY C. EMNACE
 Head, DFST
 Date: _____

Recommending Approval:


 VICTOR B. ASIO
 College Dean
 Date: _____

Approved by:


 BEATRIZ S. BELONIAS
 VP for Instruction
 Date: _____

Instrument for Performance Effectiveness of Administrative StaffRating Period: **JULY-DECEMBER 2019**Name of Staff: **PEARL P. VISTAL** Position: **Admin. Aide IV**

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		58				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	20				
Average Score	4.00				

Overall recommendation : _____

IVY O. EMNACE
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL
Performance Rating : OUTSTANDING

Aim: To improve percentage of requested documents on time

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2019

Target Date: September 2019

First Step:

Monitor Ms. Vistal's performance regarding faculty request of documents

Result:

Majority of requested documents were prepared on time

Date: October 2019

Target Date: December 2019

Next Step:

One-on-one meeting with Ms. Vistal

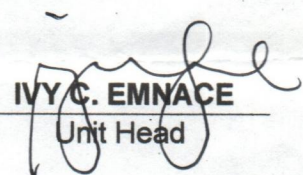
Outcome:

Her performance specific to document preparation has improved

Final Step/Recommendation:

Required Ms. Vistal to facilitate preparation of documents as required by the Faculty.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


PEARL P. VISTAL
Ratee