

**Annex P**

**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	4.56	X 70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	X 30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64  
 Add: Additional Approved Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

*P. Vistal* 9/3/18  
**PEARL P. VISTAL**  
 Name of Staff

*D. Peque* 9/3/18  
**DENNIS P. PEQUE**  
 Department/Office Head

Recommending Approval:

*D. Peque* 9/7/18  
**DENNIS P. PEQUE**  
 Dean

Approved:

*B. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President

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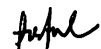
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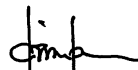
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**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **PEARL P. VISTAL**, staff of the **Department of Forest Science** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2018**.

  
**PEARL P. VISTAL**  
Ratee

  
**DENNIS P. PEQUE**  
Head, DFS & Dean, CFES

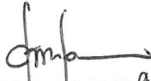
MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer friendly frontline service	Zero percent complaint from client served	frontline services							
Preparation of Correspondence	No. of Pro-forma letters/ transmittal/ acknowledgement letters/ appointments/ certification	Preparation of letters/ communications	25	301/25 (1204%)	4	4	4	4	
Student services	Documents requested by students served on time: Certifications, Tree Planting Certificates, Student's Assessment Forms (midterm & final), Registration Permits, Student's copy of grades, Shifting form, overloading form, Change of Academic Adviser	Served documents on time as requested	100	200/100 (200%)	5	5	5	5	
Secretarial Works	Number of documents recorded and released	Recorded & released documents on time	100	120/100 (120%)	4	4	4	4	
	Number of tree planting certificates recorded & released	Recorded & released certificates on time	500	600/500 (120%)	5	5	5	5	
	Number of documents prepared and printed	encoded & printed documents on time	30	50/30 (166.67%)	4	4	4	4	
	Number of photocopied/consolidated documents	photocopied/consolidated documents as requested	45	50/45 (111.11%)	4	4	4	4	

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of Petty Cash/ Cash Advances/Liquidation/Replenishment/reimbursements/PPMP's/PR's prepared	Prepared replenishments as needed	20	50/20 (250%)	5	5	5	5	
	Number of documents filed		45	50/45 (111.11%)	5	5	5	5	
Teaching Performance Evaluation	Number of Evaluation facilitated & submitted results to OVPI	Facilitated Teachers Performance Evaluation	25	30/25 (120%)	5	5	5	5	
Total Over-all Rating								41	

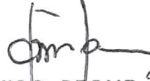
Average Rating (Total Over-all rating divided by 4)		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.56	
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: <i>keep up the good work!</i>
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Evaluated and Rated by:

  
**DENNIS P. PEQUE** 9/7/18  
Unit Head  
Date: \_\_\_\_\_

Recommending Approval:

  
**DENNIS P. PEQUE** 9/7/18  
Dean, CFES  
Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President  
Date: \_\_\_\_\_

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

Name of Staff: PEARL P. VISTAL Position: Administrative 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a summary of the work done during the year.

7. The seventh part is a summary of the work done during the year.

8. The eighth part is a summary of the work done during the year.


9. The ninth part is a summary of the work done during the year.

10. The tenth part is a summary of the work done during the year.

11. The eleventh part is a summary of the work done during the year.

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>B. Leadership &amp; Management</b> ( <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	82				
Average Score	4.92				

Overall recommendation : \_\_\_\_\_

  
**DENNIS P. PEQUE**  
 Name of Head

Examples of the above are:

2-10-1975

W. A. R. 1860-1870



EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Pearl P. Vistal  
Performance Rating : 4.64 (Outstanding) January - June 2018

Aim: To improve percentage of requested documents on time

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

Date: January 2018 Target Date: March 2018

First Step:

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

Result:

Majority of requested documents were prepared on time.

Date: April 2018 Target Date: June 2018

Next Step:

One-on-one meeting with Ms. Vistal


Outcome:

Her performance specific to document preparation has improved more.


Final Step/Recommendation:

Required Ms. Vistal to report on Saturdays & facilitate preparation of documents as required by the Faculty

Prepared by:

  
**DENNIS P. PEQUE**  
Unit Head

Conforme:

  
**PEARL V. VISTAL**  
Ratee

EMPLOYEE EVALUATION FORM

Name of Employee  
Performance Rating

Period: 1/1/2018 - 12/31/2018  
Rating: 4.54 (Outstanding)

Aim: To improve percentage of requested documents on time

Exceeded expectations to improve performance and quality of documents  
Exceeded expectations to improve performance and quality of documents

Date: January 2018 Target Date: March 2018

Final Rating

Exceeded expectations to improve performance and quality of documents

Result

Exceeded expectations to improve performance and quality of documents

Date: April 2018 Target Date: June 2018

Final Rating

Exceeded expectations to improve performance and quality of documents

Outcome

Exceeded expectations to improve performance and quality of documents

Final Step/Recommendation

Exceeded expectations to improve performance and quality of documents  
Exceeded expectations to improve performance and quality of documents

Prepared by

DATE: 1/1/2018  
BY: [Signature]  
TITLE: [Signature]

Comments

DATE: 1/1/2018  
BY: [Signature]  
TITLE: [Signature]