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	1.82	X 30%	1.45
	TOTAL NUM	ERICAL RATING	4.64

4.61

Add: Additional Approved Points, if any:

0

TOTAL NUMERICAL RATING:

4.64

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

DENNIS P. PEQUE

Approved:

BEATRIZ S/BELONL

Outropy (n. 1916) Junio Barriana (n. 1916)

劉潔德 化环代基酚醇 计扩展器 计可控制 化比尔夫氏试验 医皮脂蛋白现物性脑膜膜炎

Townson gall contamed

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

PEARL P. VISTAL Ratee

DENNIS P. PEQUE
Head, DFS & Dean, CFES

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual		Ra	ating		Remarks
WIFU S/ PAFS	Success indicators	Assigned Task	laiget	Accomplishment	Q¹	E ²	T ³	A ⁴	Remarks
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%)	•	٤	٤	4	
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	2	
	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/consolidate d documents as requested	45	50/45 (111.11%)	4	4	4	4	

			903	Actual	Rating				Remarks
MFO's/PAPs	Success Indicators	Assigned Task	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	Kemarks
	Number of Petty Cash/ Cash	Prepared replenishments							
1	Advances/Liquidation/Replenishment/reimburse ments/PPMP's/PR's prepared	as needed	20	50/20 (250%)	5	(عی	5	5	
	Number of documents filed		45	50/45 (111.11%)	5	5	3	5	
Teaching Performance Evaluation	Number of Evaluation facilitated & submmited 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:

Keep up the good work!

Evaluated and Rated by:

DENNIS P. PEQUE 9 768

Unit Head Date:

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

DENNIS P. PEQUE 9/2/18

Dean, CFES

Date:

Approved:

BEATRIZ S. BEYONIAS

Vice President Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June</u>, <u>2018</u>

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

Α.	Commitment (both for subordinates and supervisors)		5	Scale		
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(3)	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 coemployees 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

The Consequence of the engine of confidence in a general section of the consequence of th

and Make the Managhan Cons.

ander der Steffette gestellt och er til de kant det kant bet kant kante kante som ster sprint. Geste step grifte fill et de kanteniste i første kanten kanten til en det er til se til se de filler til se de Geste step grifte fill er som kanten til step kning skripte skale skale til step til step til step til step til

名(4月26) - Halling for the audio - Joseph Section and Alegender to produce and interrupt

ratigati kan mengengan beraman kan mengentahan dan beraman beraman beraman beraman beraman beraman beraman ber

and the state of t

า ได้การสารัสสารแก้ ในรายระบุได้ใหล่สารเลือกหน้าที่หนึ่น ได้สารีและสหน้าสาร์ต ได้ได้สารีต ส

etim li la karago esclucio del mandio e conservicio la altro con escencia de esclucio e

and a president of the first of the second o

and for the second of the following place of the second of the second of the second of the following of the second of the second

eskoja profit podinosatna koj se koje diblika inaka i 1940. grana i koje krija poj

- Arregion For Legit and Alexandria, Living Alexandria Al-

o prince of the state of the st

gradition of the second particles the Description

overesta en la presidencia de la

		2				
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	3			
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	.82	2		

		11		v
		L. I		

Overall recommendation :

DENNIS P. PEQUE

Name of Head

ka kalahiran di tagkada kengalan majaya badi dawig tagahasida kidipersik o esercial alabam arbor zia in calca managad Proceed to him mades, and other than of the control of the engineering and the specimens of , and the first translated that policies in contracting en exemplo delego. Per le solo de consulta de trabajo de en espedicado frenga 15 diligi 6 m 3 mag dalanga ang aguaran kan si kagang **ara** mag dala tyckiam i dži obasik kotavoski i dali odgovjeti od sagazetina čio and for the contract of the co arako barak deba $\{\{\chi_{ij}^{(i)}\}\}$ for the last \mathfrak{g}_{ij} and \mathfrak{g}_{ij} to \mathfrak{g}_{ij} and \mathfrak{g}_{ij} from a leaf last χ_{ij} t de l'imperation du la telliment en la les parties managers segations des ang complete dan sang beti mengalakan dalah selah mengan beranca berang personan berang berang dan dalah dalah The first one paint he rail was in the large and the contract of y . V i moducina FOLDING THE SHOW BOND

化分离基件 经有效的

EMPLOYEE DEVELOPMENT PLAN

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

Prepared by:

DENNIS P. PEQU

Conforme:

the Faculty

Ratee

HAIT THERTOLIGIES CHEYOLIGHE

eim. To inprove penentage of reduc	บังเครานเหมื	<u>-50</u>	
ำ ของจอง ไม่เอาขอกขอกร ใน Improve Perfu รางบักษะ Nigher respansihildles:	O rolbas por	Boug bas sonolog	ou notice!!
Saler Japusov 2018	prsi	als: March 2005	
Maid Jen			
Vorded Ma. Vistalis psaticipas de regald	supen yilkos	Diverge 2001	and the same of th
Note the second			
e ricky streeting documents with a	.syd oo bey		
<u>aroxinoA</u> .aleC		<u>1919 our</u> em	
Next Steps	e e e e e e e e e e e e e e e e e e e		
Les encore manual vio No. Valei	es en la companya de	en i calagrame de la calagrame en communicación de la calagrame de la calagram	popular de la magica de la companya del companya de la companya del companya de la companya de l
Tuesuncopic) goses scheubepatiet	rijest goljaji	sed mose.	
⊃nel Siep/Recommendation			
sbund ith Visiativ or supply on Sanuals	: facilizate dre	lnsaumon to naiter	d heduseres e

yd baieddid

DENINE PROME Unitedad

BIRTHEU

LATTH MASSET