

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Dahlia R. Arpoceple

Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.61

EQUIVALENT NUMERICAL RATING: 4.61
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding

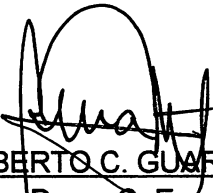
Prepared by:


DAHLIA R. ARPOCEPLE
Name of Staff


Reviewed by:


EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:


ROBERTO C. GUARTE
Dean, CoE

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

COMPARISON OF THE TWO METHODS OF
CALCULATING THE TOTAL RAINFALL

Method of calculation of the total rainfall

Method of calculation of the total rainfall



Method of calculation of the total rainfall

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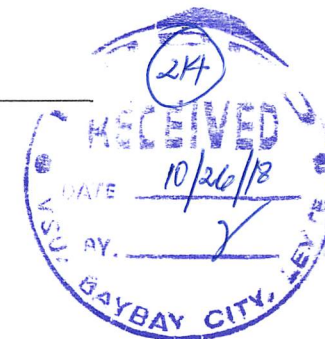
Method of calculation of the total rainfall

Method of calculation of the total rainfall

Method of calculation of the total rainfall

Method of calculation of the total rainfall

Method of calculation of the total rainfall



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAHLIA R. ARPOCEPLE, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

Dahlia R. Arpoceple
DAHLIA R. ARPOCEPLE
Ratee

E. G. Loreto
EPIFANIA G. LORETO
Head

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES										
	MFO 2. Student Management Services										
	PI 6. Additional outputs										
	Number of hours devoted for assisting student related activities		Assist instructors and students	Preparation of documents needed	2	3	5	5	5	5.00	
	Number of related students activities attended		CoE Week 2018: Opening Parade and Ceremony	Participant	1	1	5	5	5	5.00	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended									0.00	
							Total points			10.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services										
	PI7. Number of office and laboratory equipment purchased		Equipment for laboratory and office use	PR preparation	3	5	5	4	4	4.33	1.) UPS, 600VA 2.) AVR, SVC-1500 VA 3.) Set of Sieves 4.) Printer, 3-in-1 5.) Sala Set

	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Seminar- Workshop on Structural Analysis and Design using SAP 2000	Facilitator	1	1	5	5	5	5.00	
	Number of hours devoted in the preparation of supporting documents for PTC-ACBET accreditation	PTC-ACBET (Washington Accord) Accreditation	Assist in the preparation of supporting documents	36	48	4	4	4	4.00	
	Number of hours devoted in the preparation of documents needed for ISO certification	ISO Accreditation	Preparation of supporting documents	28	38	4	4	4	4.00	
	Number of hours devoted in the preparation of documents needed for RQAT	Appilcation for COPC	Preparation of supporting documents	30	32	4	4	4	4.00	
	Number of hours devoted in the preparation for AACCUP accreditation	AACCUP Accreditation	Preparation of supporting documents for Area IV and Area VI	46	47	4	4	4	4.00	
						Total Points			54.67	
Total Over-all Rating						64.67				
Average Rating						4.62				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)		4.62
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.62
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

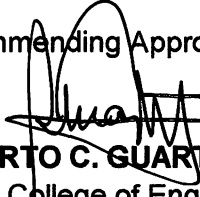
Attend seminars + trainings related to her work.

Evaluated and Rated by:


EPIFANIA G. LORETO
 Departent Head, DCE

Date: _____

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
 Dean, College of Engineering

Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction

Date: _____

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

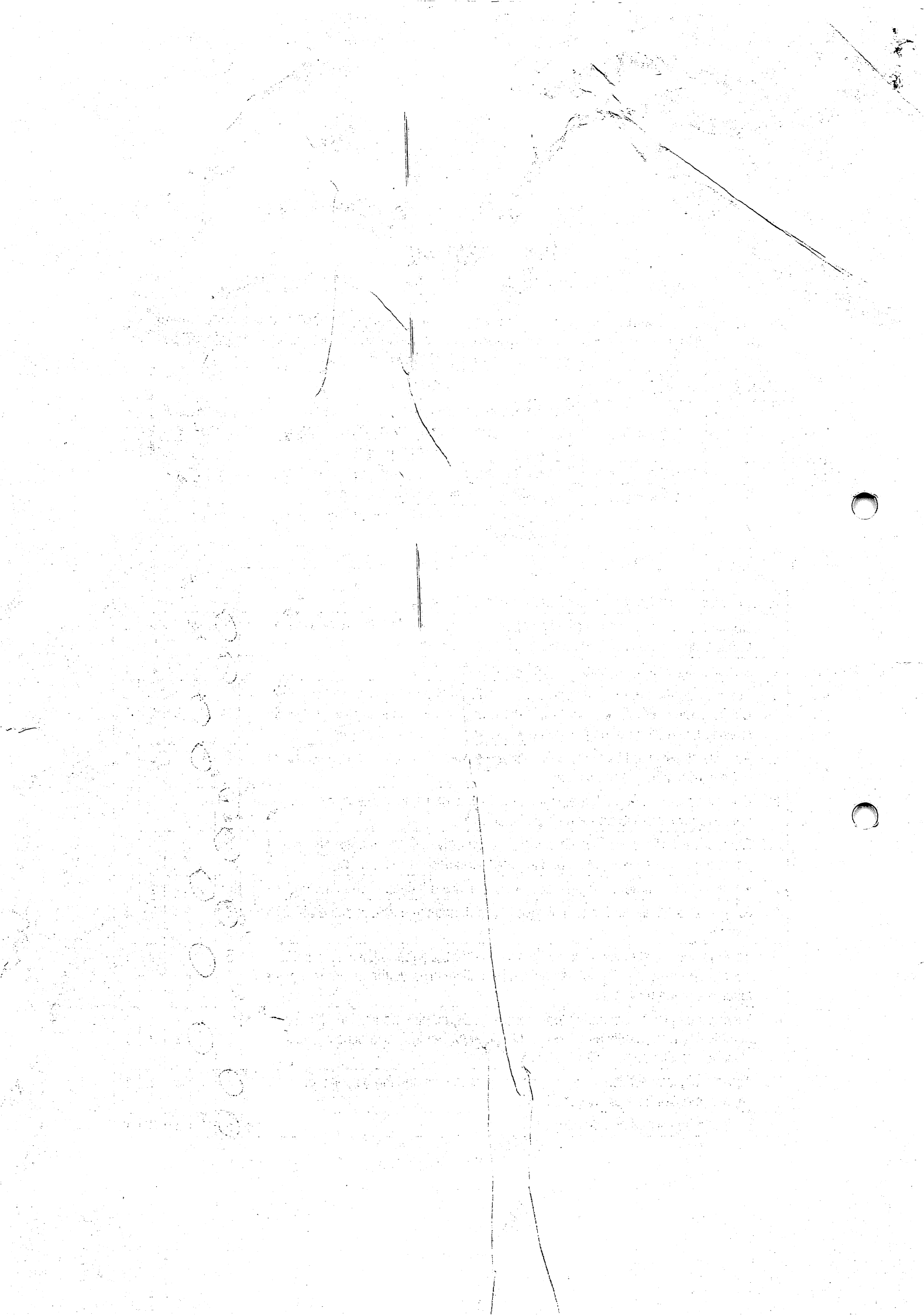
Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018Name of Staff: DAHLIA R. ARPOCEPLE 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

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 (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					
Average Score					

Overall recommendation : _____


EPIFANIA G. LORETO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAHLIA R. ARPOCEPLE

Performance Rating: Outstanding

Aim: To build on the strengths of the employee identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: January to July 2018

First Step:

Attend training seminar for administrative staff

Result:

Improved customer service and work values.

Date: August 2018

Target Date: End of year

Next Step:

Attend ISO 9001:2015 Awareness Seminar and other Seminar - Workshop

Outcome: Gained knowledge in ISO 9001:2015 and 5S

Final Step/Recommendation: NA

Prepared by:


EPIFANIA G. LORETO
Head, DCE

MEMORANDUM FOR THE DIRECTOR

RE: [Illegible text]

[Illegible text]

[Illegible text]

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