

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

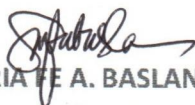
Name of Faculty Member: Ms. Maria Fe A. Baslan

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.65	30%	1.39
		TOTAL, NUMERICAL RATING	4.82

EQUIVALENT NUMERICAL RATING: 4.82  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MARIA FE A. BASLAN**  
Name of Administrative

Reviewed by:

  
**NORBERTO E. MILLA**  
Department Head


Approved by:

  
**EDGARDO E. TULIN**  
President

Visayas State University  
College of Arts and Sciences  
**DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS**  
Visca, Baybay City, Leyte

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

I, **Ms. Maria Fe A. Baslan**, of the Department of Mathematics, Physics & Statistics, **College of Arts and Sciences** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1, 2016 to June 30, 2016**.

  
**MARIA FE A. BASLAN**  
Administrative Aide IV  
Date: June 2, 2016

  
**NORBERTO E. MILLA**  
Department Head  
Date: June 2, 2016

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair


Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Actual		Rating				Remarks
				Target	Accomplishment as of June 2016	Quality	Efficiency	Timelines	Average	
MFO6. Support to Operations										
	PI.1 Number of Instructional Materials reproduced and prepare	Instruction Services	Produced instructional materials reproduced prepared	95%	100%	5	5	5	5.00	Every semester
	PI.2 Number of OVPI new forms reproduced and issuance	Instruction Services	Produced of OVPI new forms prepared	95%	100%	5	4	5	4.67	Every semester
	PI.3 Number of Exams facilitated/reproduced	Instruction Services	Produced/facilitated exams	95%	100%	5	5	5	5.00	During examination week
	PI.4 Processing and submission of forms	Instruction Services	Processed and submitted exams prepared	95%	100%	5	5	4	4.67	
	PI.5 Number of documents attended and served	Administrative Services	Facilitated student evaluation and submits to OVPI	95%	100%	5	5	4	4.67	
	PI.6 Number of Incoming and Outgoing documents recorded & released	Administrative services	Recording Incoming and outgoing documents	200 documents	300 documents	5	4	5	4.67	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls, Permits

	PI.6 Number of Incoming and Outgoing documents recorded & released	Administrative services	Recording Incoming and outgoing documents	200 documents	300 documents	5	4	5	4.67	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls, Permits
	PI.7 Number of exams collate	Administrative services	Collate exams and exercises	95%	100%	5	5	5	5.00	
	PI.8 Number of department meetings, activities attended	General services	Attended and served snacks during dept. meeting activities	3	6	5	5	5	5.00	
	PI.9 Number of students assisted	Student services	Received/Released student grades	95%	100%	5	5	5	5.00	
			Facilitates submission of students grades & INC	95%	100%	5	5	5	5.00	
			Facilitates and served students assessment permits	95%	100%	5	5	5	5.00	
<b>MFO 7. General Administration and Support Services (GASS)</b>										
<b>MFO2. Efficient and customer friendly frontline service</b>										
	PI.1 Number of efficient and customer friendly services rendered	General services	Entertain students/ visitors/ clients with zero percent complaint served	0% complaint	0% complaint	5	5	5	5.00	Entertained students, visitors, clients coming to office
Total Over-all Rating									<b>58.67</b>	
Average Rating									<b>4.89</b>	
Adjectival Rating									<b>O</b>	


Average Rating (Total)	4.89
Additional Points:	
Punctuality	
Approved	
FINAL RATING	4.89
ADJECTIVAL	Outstanding

Comments & Recommendations for

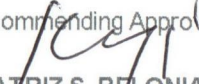
Received by:

  
Planning Office  
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL, Ph.D.**  
Chairman, PMT  
Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN, Ph.D.**  
President  
Date: \_\_\_\_\_

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



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2016 – June 30, 2016

Name of Staff: Maria Fe A. Baslan 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 ( <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					

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

  
**NORBERTO E. MILLA**  
Name of Head