



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **THELMA P. APAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.18	30%	1.254
TOTAL NUMERICAL RATING			4.572

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.57

ADJECTIVAL RATING:

Very Satisfactory

Prepared by: _____

THELMA P. APAS
Name of Staff

Reviewed by: _____

ELIZABETH S. QUEVEDO
Department/Office Head

Recommending Approval: _____


MA. THERESA P. LORETO
Dean, CAS

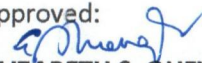
Approved: _____

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. THELMA P. APAS**, of the Department of Pure & Applied Chemistry 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 - June 2021**.


THELMA P. APAS
Ratee

Approved: 
ELIZABETH S. QUEVEDO
Head of Unit


MA. THERESA P. LORETO
Dean, CAS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining		100% no complaint	Frontline services	5	5	5	5.00	
Student Services	Documents requested by students served on time									
Secretariat Works	Prepared, encode and compiles documents for ISO	Preparation, compilation and submission of documents to QAC	Facilitated submission and compilation of documents for ISO	80%	100%	5	5	4	4.66	
	Number of communications prepared, encoded and printed	Encode and print		95%	98%	5	4	4	4.33	
	Number of drafts and finalize for projected workload for 1st and 2nd sem. 2020-2021	Encode and print		15	23	5	4	5	5.00	

	Number of accomplishment reports prepared and submitted	Encode and print		25	25	5	5	4	4.66	
	Number of Report Student Completion Grades recorded	Facilitates submission and Filing of Students' Completion of Grade		7	10	5	5	5	5.00	
	Number of Incoming and Outgoing documents recorded & released	Printing and submission of documents		80	90	5	4	5	4.67	
	Number of OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Preparation and submission of documents		20	26	5	4	5	4.67	
	Number of documents prepared and submitted	Preparation and submission of documents		15	30	5	4	4	4.33	
	1. Job Requests Preparation	Preparation and Submission of Job Requests		7	10	5	5	5	5.00	
	3. Projected faculty workload for the succeeding semester	Preparation of Projected Workload		12	24	5	5	5	5.00	
	4. Standard government forms	Preparation and submission of standard government forms		45	40	4	4	4	4.00	
	Number of Purchase Requests, PPMPs	Preparation of PR's and PPMPs		8	15	5	5	5	5.00	

	Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls		10	10	4	4	4	4.00	
	Number of outgoing and incoming communications prepared and submitted to concerned units	Preparation, submission of outgoing communications		15	30	5	5	5	5.00	
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents		10	20	5	5	5	5.00	
	Number of DoPAC documents consolidated/filed	Consolidating/filing		42	55	5	5	5	5.00	
Other Services		Does task assigned as member of the committee		10	20	5	5	5	5.00	
Total Over-all Rating									85.32	
Average Rating:									4.74	
Adjectival Rating:									O	

Evaluated and Rated by:

E. Quevedo
ELIZABETH S. QUEVEDO

Head, DoPAC

Date: *July 26, 2021*

Recommending Approval:

MA. Theresa P. Loreto
MA. THERESA P. LORETO

College Dean

Date: *10/22/2021*

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

VP for Academic Affairs


Date: _____

Average Rating (Total Over-all rating divided by 4)		4.74
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		0


Comments & Recommendations for Development Purpose:

Attend more trainings in the use of IOT

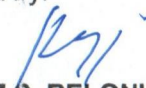
Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date: July 26, 2021

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS
 Date: 10/22/2021

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

1-Quality

2-Efficiency

3-Timeliness

4-Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2021**

Name of Staff: **THELMA P. APAS**

Position: **ADM. AIDE VI**

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	71				
Average Score	4.18				

Overall recommendation : *Attend more training in the efficient use of computer software/program for office use and should report to office on time.*

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: THELMA P. APAS

Performance Rating: _____

Aim: Aspire for outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Attendance to training-workshop for the application of computer software in the preparation of office documents.

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO
Unit Head

Conforme:


THELMA P. APAS
Name of the Ratee