

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff/Position: HOMER LOIS P. NAPOLES (Administrative Aide III)


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.80


TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Evaluated and Rated by:



HOMER LOIS P. NAPOLES
Name of Staff


BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy

Recommending Approval:


VICTOR B. ASIO, PhD.
Dean, College of Agriculture and Food Science


Approved:


BEATRIZ S. BELONIAS, PhD.
Vice President, Instruction

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, HOMER LOIS P. NAPOLES, Administrative Aide III of the Department of Agronomy, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.


HOMER LOIS P. NAPOLES
Administrative Aide III
Date: _____


BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
General Administrative Support Services (GASS)	No. of documents prepared	Prepares payrolls, travel orders, job request, purchase request, cash advance, travel reimbursements, trip tickets, application for leave and other documents	360	625	5	5	4	4.67	
	No. of documents submitted	Prepares and submit payrolls, travel orders, job request, purchase request, cash advance, travel reimbursements, trip tickets, application for leave and other documents	360	415	5	4	4	4.33	
	No. of documents encoded	Encodes laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, certificate of service rendered, teaching loads, individual faculty workload, app, opcr/ipcr and other documents	200	410	5	5	4	4.67	
	No. of documents reproduced	Reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, certificate of service rendered, teaching loads, individual faculty workload, app, opcr/ipcr and other documents	500	755	5	5	5	5.00	

No. of documents filed	Files memos, teaching evaluation, grade sheets/completion of grades, approved leave, PR's, payrolls, appointments, TO's, minutes of meetings, faculty workloads and other documents	300	612	4	5	4	4.33	
No. of documents e-copied	Converts hard copied files to e-copy/image files for filing	45	366	5	5	4	4.67	
No. of clientele served	Entertains queries and assist students, faculties and walk-in clients	120	455	5	5	5	5.00	
No. of phone calls entertained	Entertain and assist phone call queries	45	295	5	5	4	4.67	
No. of office equipment/devices managed	Manage office and laboratory equipment/devices	5	15	5	5	5	5.00	
No. of office equipment/devices monitored	Monitors computers, printers, copier, projectors, power supply and local area network devices life span and efficiency	5	15	5	5	5	5.00	
No. of times troubleshooted the computers, printers, copier, projector and local area network	Performs troubleshooting on crashed softwares and computers, printing and printer errors, projector display errors and network service errors	0	15	5	5	5	5.00	
No. of times performed maintenance on computers, printers and copier	Perform maintenance service check on computers, printers and copier, refills ink both copier and printer, updates softwares, and remove malwares and viruses	0	33	5	5	5	5.00	
No. of purchase request monitored	Monitor purchase request and follow up of availability in the office supply	0	7	5	5	4	4.67	
No. of special task performed	Designs and photoshops tarpaulins, ID pictures, programs, labels, invitations, certificates, image documents and others, create video and powerpoint presentations, and set-up local printing network	0	5	5	5	5	5.00	
No. of innovations developed		0	2	5	5	5	5.00	
Total Over-all Rating							72.00	

Average Rating (Total Over-all rating/3)		4.80
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING	OUTSTANDING	

**Comments & Recommendations for
Development Purpose:**

Attend trainings

Evaluated and Rated by:

Berta C. Ratilla
BERTA C. RATILLA, PhD.
Head, Dept. of Agronomy
Date: _____

Recommending Approval:

Victor B. Asio
VICTOR B. ASIO, PhD.
Dean, College of Agriculture and Food Science
Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS, PhD.
Vice President, Instruction
Date: _____

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

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: January - June 2018

Name of Staff/Position: HOMER LOIS P. NAPOLES (Administrative Aide III)

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 exceed 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 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 task 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 his/her work which is easily retrievable when needed.	5	4	3	2	1	
8. Suggest 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 the clientele.	5	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1	
12. Willing to be trained and developed.	5	4	3	2	1	
Total Score		57				
B. Leadership and 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 the 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	N/A				
Average Score	4.8				

Overall Recommendation: Attend trainings


BERTA C. RATILLA
Name of Head