



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SHERYL M. SUYOM**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
TOTAL NUMERICAL RATING			4.975

TOTAL NUMERICAL RATING: 4.975
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.975

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


SHERYL M. SUYOM
Name of Staff


Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:

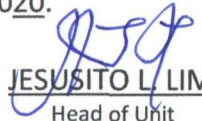

BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHERYL M. SUYOM, of the DEPARTMENT OF PEST MANAGEMENT commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2020.


SHERYL M. SUYOM
Ratee

Approved: 
JESUSITO L. LIM
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	# of course materials typed	Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines and examinations.	150*	700	5	5	5	5.0	
	# of DTR prepared, checked, countersigned and recorded	Prepared /checked/distributed Daily Time Record for Administrative staff, typed regular faculty monthly	25*	72	5	5	5	5.0	
	# of Travel Order, Application for Leave prepared/checked/recorded	Prepared Travel Orders (TOs), Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form)	10*	17	5	5	5	5.0	
	# of copies of memos of meetings, webinars..etc printed/routed for faculty and staff	printed and distributed memos of the meetings/webinars for faculty and staff.	25*	75	5	5	5	5.0	
	# of documents prepared and Processed	Typed/printed Appts, PR, RAIS, Vouchers, PPMP, OIC, Teaching Perf. Eval. forms for Faculty and IPCR.	15*	31	5	5	5	5.0	

	# of documents photocopied, sorted and filed	Sorted and filed incoming/outgoing communications, reports and memoranda.	150*	410	5	5	5	5.0	
	# of exams	Act as proctor (Midterm, Long Hour, Finals)	1	2	5	5	5	5.0	
	# of IM's typeset	Typeset IM's		5	5	5	5	5.0	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc.	80%	100%	5	5	5	5.0	
		-							
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

Outstanding! Still gives force to attend to work for increased efficiency is record

Evaluated & Rated by:

JESUS TO L. LIM
Dept/Unit Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: SHERYL M. SUYOM Position: ADMIN. AIDE III

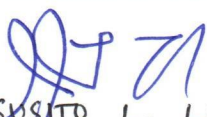
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always 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		59				
Average Score		4.916				

Overall recommendation : _____


JESUSITO L. LIM
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheryl M. Suyom

Performance Rating: Outstanding

Aim: Increased efficiency in record management

Proposed Interventions to Improve Performance:

Date: January to June

Target Date: January to June

First Step: Scout for trainings

Result: Scheduled trainings

Date: January to June

Target Date: January to June

Next Step: Attend trainings

Outcome: Increase efficiency in record keeping management


Final Step/Recommendation:

Outstanding performance; recommended to still attend training/seminar for increased efficiency of record management.

Prepared by:


JESUSITO L. LIM
Unit Head

Conforme:


SHERYL M. SUYOM
Name of Ratee Faculty/Staff