

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LUCILYN L. TABROSA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	4.94 x 70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.476
TOTAL NUMERICAL RATING			4.934

TOTAL NUMERICAL RATING: 4.934


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.934

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:



LUCILYN L. TABROSA
Name of Staff


ROSARIO P. ABELA, Ed.D.
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LUCILYN L. TABROSA, of the VSU Laboratory High School commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2017.

Lucilyn L. Tabrosa
 Ratee

Approved: Rosario P. Abela
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment as of June 2015	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE: SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	5	5	4	4.66	
Student Services	Documents requested from clients served: <ul style="list-style-type: none"> Diploma Form 137 Issuance of requested certificates, good moral and other documents Photocopying 	Documents served on time	125	450	5	5	5	5	
Teaching Performance Evaluation	Number of evaluations conducted and results submitted to OVPI during the evaluation period	Evaluation conducted and results submitted to OVPI	50	150	5	5	5	5	

Enrollment Services	100% of students enrollees served within the day	Student Enrollees served	92%	100 %	5	5	5	5	
Graduation Services	100% diploma given during graduation	Diploma given	93%	100 %	5	5	5	5	
Secretariat Works	Number of documents prepared and submitted on time <ul style="list-style-type: none"> • Individual Faculty Workload • Actual Teaching Load • Projected faculty workload for the school year • Standard Government Forms • Examinations • School Forms (Report Cards, Form 137, Class and Individual Schedules) • Reconstructed diplomas • Photocopying • Other assignments 	Documents prepared, submitted, and photocopied	200	625	5	5	5	5	
Total Over-all Rating					5	5	4.83	4.94	

Comments & Recommendations
for Development Purpose:

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

Received by:


Planning Office

Date: _____

Calibrated by:


DR. REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


DR. BEATRIZ S. BELONIAS
Vice President

Date: _____

Approved by:


DR. EDGARDO E. TULIN
President

Date: _____

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

Instrument for Performance Effectiveness of Administrative StaffRating Period: January to June 2017Name of Staff: LUCILYN L. TABROSA Position: Admin. Aide III

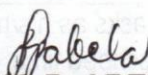
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
Average Score					

Overall recommendation :


ROSARIO P. ABELA, Ed.D.
 Name of Head