

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MICHELLE A. BORLEO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.889	x 70%	3.422
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	x 30%	1.425
TOTAL NUMERICAL RATING			4.847

TOTAL NUMERICAL RATING: 4.847

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.847

ADJECTIVAL RATING: Outstanding

Prepared by:


MICHELLE A. BORLEO
Name of Staff

Reviewed by:


ARTHUR JR. TAMBONG, FPSAE
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, **MICHELLE A. BORLEO**, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.

MICHELLE A. BORLEO
Administrative Aide IV
Date: August 8, 2017

ARTHUR IT. TAMBONG
Department Head
Date: August 8, 2017

THE FOLLOWING RATING EQUIVALENTS SHALL BE USED IN THE RATING OF THE ACCOMPLISHMENTS:

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2017)	Rating			Remark
							Quality	Efficiency	Timeliness/Average	
MFO 2	Higher Education Services	Best Practices/New Initiatives								
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	Updated and maintained documents re Center of Excellence (COE)
		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP	1	1	5	5	5	Updated and maintained documents re AACUP

	Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5	5.0	Prepared documents for ISO 9001:2015 application
MFO 3 Research Services	PI 4. Number of research proposals submitted	Facilitate, maintain and printing	Facilitate in the submission of research proposals	3	5	5	5	4	4.7		
MFO 4 Extension Services	PI 5. Number of extension proposals submitted	Facilitate, maintain and printing	Facilitate in the submission of extension proposals	3	5	5	4	4	4.3		
MFO 5 Support to Operations	PI 5. Number of in-house seminars/trainings/workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/trainings/conventions/workshops presentations	2	2	5	4	5	4.7	5S seminar and Records Management Seminar of the College of Engineering	
	PI 6. Additional outputs										
	Number of Classes evaluated for Faculty Evaluation	Facilitator	Facilitated in the student evaluation for DLABS Instructors	16	24	5	5	5	5.0	Facilitated in the student evaluation for DLABS Instructors	
MFO 6 General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Documentation	Facilitate in the supervision of five (5) academic departments and one (1) research centers.	6	6	5	5	5	5.0	Five Engineering Departments and RERC	
	PI 2. No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	Spearheaded meeting with the College of Engineering Records Controller Committee	2	3	5	5	5	5.0		

		PI 5. Number of documents attended and served	Documentation	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1500	5	5	5	5.0	
		PI 9. Number of office and laboratory equipment purchased	Documentation	Prepared purchase request	15	20	5	5	5	5.0	Prepared purchase request for office supplies and equipment, and construction supplies.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
		PI 11. Additional Outputs									
		Number of Temporary Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	1,000	1200	5	5	5	5.0	Final examination for the 2nd Semester SY 2016-2017 and summer
		Number of supporting documents prepared for the ISO Accreditation	Documentation and Records management	Prepared the documentation and records management	5	10	5	5	5	5.0	Signages, policies, quality procedures
		Number of committee handled	Chairman of the Records Controller Committee of the College of Engineering	Supervise and plan	1	1	5	4	5	4.7	
Number of Performance Indicators Filled-up							9				
Total Over-all Rating							43.667				
Average Rating							4.889				
Adjectival Rating							Outstanding				

Received by: 
Planning Officer
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: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2017

Name of Staff: Michelle A. Borteo Position: Admin. 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

