COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

GILDA D. DURAN

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
 	Numerical Rating per IPCR	4.66	70%	3.26
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
		TOTAL NUM	ERICAL RATING	4.73

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any:	4:73
TOTAL NUMERICAL RATING:	4.73
FINAL NUMERICAL RATING	4.73
ADJECTIVAL RATING:	90

Prepared by:

Reviewed by:

GILDA D. DURAN Name of Staff

RUSAIGIO A. SALAS Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDY PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

1, GLDA D. DURAN, of the Dept. of Horticulture 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, 2017.

| Hold D. DURAN Approved: ROSARIO A. SALAS Head of Unit

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	Success Indicators	Tasks Assigned	Target	Accomplishment	Q	1 1 1 1	E.	The state of the s	Australian (Constitution of Constitution (Constitution) (Constitut
	No. of documents prepared and released on time	Secretarial work, enooding & printing of test papers, manuals, syllabus, grades, government forms, payrolls, TO's vouchers, trip tickets, PR, RIS, APP, cash advances, leave preparations, etc.	100	200	Lin .	LT1	un	un.	
	No. of documents filed and retrieved	Filed documents retrievable within 3-5 minutes	100	150	S.	25	77	4.66	decimal manual m
The second secon	No. of other assigned tasks	Administered performance evaluation offaculty, teaching loads assignment	10	1.0		5	5 7	un.	
	VSU Garden Show	Committee Member	FI Ĉ	N Ş	un u	ın ı	ru n	un u	
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3.46 Comments & Recommendation	Development Purpose:	1.20		4.66	A STATE OF THE PARTY OF THE PAR
4.94		4.00		AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	ANALYSIS ANA
Average Rating (Total Over-all rating divided by -1)	Additional Points:	Punctuality	Approved Additional points (with copy of approval)	FINALRATING	ADJECTIVAL RATING

Readminerating Approval:

Approved by:

Date:

Cate

Date:

Date:

MERESITAL QUINANOLA Planning Office

Received by:

1 – Quality 2 – Efficie noy 3 – Timeliness 4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2017</u>
Name of Staff: <u>GILDA D. DURAN</u> <u>Position</u>: <u>Admin. Aide IV</u>

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

_	Commitment (both for subordinates and supervisors)		í	Scal	е	
4	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	0	4	3	2	Name of the last o
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	4
(7)	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	3	74	3	2	Africania Africania
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	4
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	Name of the last o
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	- G
7.	Keeps accurate records of her work which is easily retrievable when needed.	(57)	4	3	2	7
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	(%)	2	- Francisco
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	The same of the sa
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	6	4	3	2	

2.	Willing to be trained and developed	15	4	3	2	-
	Total Score		4	192		1
Β.	Leadership & Management (For supervisors only to be rated by higher supervisor)	And the second s		Scal	е	
. thereast.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	-47	3	2	AND ASSESSED AND ADDRESSED AND ADDRESSED.
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.	(7)	4	3	2	
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		(AL)	2	destruite tyrking interestination explains conjusted or the contrast of the co
1 .	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	Constitution of the last of th
).	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	TO THE OWNER OF THE PERSON NAMED AND ADDRESS OF THE PERSON NAM
	Total Score			-	-	
	Average Score					

ROSARIDA, SALAS
Name of Head