

COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARNULFO T. GALENZOGA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	4.61 x 70%	3.227
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.449
TOTAL			4.676

TOTAL NUMERICAL RATING: 4.613
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.613

ADJECTIVAL RATING: Outstanding

Prepared by:

ARNULFO T. GALENZOGA
Name of Staff

Reviewed by:

ELIEZER L. VELASCO
Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNULFO T. GALENZOGA**, of the Registrar's Office 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 1 to June 30, 2016

ARNULFO T. GALENZOGA

Ratee

Approved:

ELIEZER L. VELASCO
University Registrar

MFO/PAPs		PERFORMANCE INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
Data base management of student records	1	Draft prepared	Prepare Schedule of Classes	1850	2465	5	5	5	5.00	
	2	Final schedule prepared		1850	2465	5	5	5	5.00	
			Preparation of examination schedules:							
	3	No. Schedule of exams prepared	Midterm	680	883	5	5	5	5.00	
	4		Finals	680	883	5	5	5	5.00	
	5	No. of schedule of classes finalized	Convert the final schedule of classes by block and by department to MS Word format	138	181	5	5	5	5.00	
	6	No. of class schedule encoded from Foxbase to MS Access database	Encode schedule of classes from Foxbase to MS Access Database	1960	2465	5	5	5	5.00	
	7	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	1500	2000	5	5	5	5.00	
	8	No. of exam schedule printed	Printing of exam schedules by department	19	25	5	5	5	5.00	
	9	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects	300	395	5	5	5	5.00	
	11	No. of section/classes monitored	Updates and monitors class size by section during registration (summer/1stsem/2ndsem)	1690	2300	5	5	5	5.00	
	12	No. of Certificate of Registration (COR) printed	Print CORs of students	200	260	5	5	5	5.00	
	13	No. of enrollment list (<i>in pages</i>) prepared	Preparation of enrolment list	68	89	5	5	5	5.00	
	14	No. of students assigned	Prepares assignments of academic advisers for new students & transferees	158	207	5	4	4	4.33	
	15	No. of students assisted	Assists students conducting research required in their classes/degree.	11	15	5	4	4	4.33	
	16	No. of course shifter encoded	Encodes continuing students shifted to another curriculum	100	124	5	5	5	5.00	
			Prepare list of candidates for graduation:							
	17	No. of pages prepared	a. departments information	10	13	5	5	5	5.00	
	18	No. of pages prepared	b. graduation rehearsal and program	10	13	5	5	5	5.00	
	19	No. graduates with Latin Honors granted automatic civil service eligibility.	Prepares list of graduates with Latin Honors for submission to the Civil Service Commission for granting them automatic civil service eligibility.	6	8	5	5	5	5.00	

MFO/PAPs	PERFORMANCE INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
		CHED Required Reports:							
20	No. of actual laboratory units enrolled inventoried	A report of inventory of laboratory units actually enrolled by	71	92	5	5	5	5.00	
21	No. of actual lecture units enrolled inventoried.	A report of actual inventory of lecture units enrolled by	71	92	5	5	5	5.00	
22	No. of enrolment data encoded	A report on enrolment data by curricular program & major	71	92	5	5	5	5.00	
23	No. of graduates data encoded	A report on list of graduates by degree program, major discipline	71	92	5	5	5	5.00	
		DBM Required Reports:							
24	No. of enrolment projections for 3 calendar years	A report on projected enrolment of all courses for the last 3	40	52	5	5	5	5.00	
25	No. of total unit enrolment projections by degree program for 3 years	A report on projected total units enrolment by degree program for 3 years	40	52	5	5	5	5.00	
26	No. of FTE units reports for main and external campuses consolidated	A consolidate report on FTE of main & external campus	35	46	5	5	5	5.00	
27	No. of unweighted and weighted enrolment reports by program by level and discipline	A report on unweighted and weighted enrolment by program level, sex and discipline	40	52	5	5	5	5.00	
		Institution Report							
28	No. of statistical reports prepared	A report of enrolment & other statistical reports	18	24	5	5	4	4.67	
29	No. of Student with scholastic delinquency determined	No. of students determined	300	390	5	5	5	5.00	
30	No. of converted data from MS Access format the Foxbase Database format for backup	Converts data from MS Access format the Foxbase Database format saved	39000	50649	5	5	4	4.67	
		Total Over-all Rating			145	143	141	143.00	
					4.68	4.61	4.55	4.61	
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING						4.61	
		ADJECTIVAL RATING						O	
Received by:		Calibrated by:		Recommending Approval:	Approved by:				
Planning Office		PMT		BEATRIZ S. IZUMAS, PhD Vice President	EDGARDO E. TULIN President				
Date:		Date:		Date:	Date:				

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016Name of Staff: ARNULFO T. GALENZOGAPosition: Admin.Asst.2

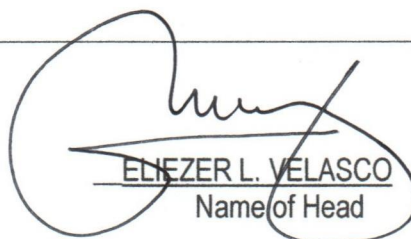
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58				

B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>						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						58				

Overall recommendation : _____



ELIEZER L. VELASCO

Name of Head