

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Joselore B. Capricho

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Outstanding

Prepared by: _____ Reviewed by: _____

JOSEROSE B. CAPRICHIO
Name of Staff

SUZETTE B. LINA
Department/Office Head

Recommending Approval: REMBERTO A. PATINOOL
Chairman, PMT

Approved: EDGARDO B. TULIN
President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSEROSE B. CAPRICHO, of the Dept. of Soil Science 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, 2017 to June 30, 2017.


JOSEROSE B. CAPRICHO
Ratee

Approved: 
SUZETTE B. LINA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administrative Support Services (GASS)	# of course materials, examination, forms typed, collated, fastened or stapled.	Encoded, printed syllabus and laboratory manuals, course outlines and long exam, midterm/final examinations, department forms	200	350	5	4	5	4.66	
	# of DTR/CSR prepared, countersigned and recorded	Prepared/checked distributed DTRs /monthly CSR of faculty	20	30	5	5	5	5.00	
	# of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and partime faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, reimbursements, OIC letter, classes to be missed	170	226	5	5	4	4.66	
	# of documents prepared and processed	Typed/printed annual procurement plan (APP), annual accomplishment report, actual teaching loads, individual Faculty workloads and projected workloads	10	14	5	5	5	5.00	
	# of classroom schedules prepared	Incharge in the preparation of classroom schedule, attend to DSS 119 reservation/utilization	4	5	5	5	5	5	

	# of job requests prepared	Prepared job requests and attend to DSS repairs	10	15	5	5	5	5	5
	# of times assisting in classrooms/CRs maintenance	Guide student assistants/labors during cleaning	5	12	5	5	5	5	5
Teaching Performance Evaluation	Number of evaluation conducted & results submitted to OVPI within the day during the evaluation period	Evaluated faculty in the course taught during the semester	20	37	5	5	5	5	5.00
	No. of assigned tasked performed on time	Marketing of field products and collection of sales	80	120	5	4	5	5	4.66
TotaOver all Rating									4.88

Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Received by:

Calibrated by:

Recommending Approval:

Approved by:

THERESITA C. QUINANOLA
Head, PRPD
Date: _____

REMBERTO A. PATINDOL
PMT
Date: _____

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2017Name of Staff: Joselyn B. CaprichoPosition: Adm. 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
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 (<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,	5	4	3	2	1