

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Dahlia R. Arpoceple

Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating
1. Numerical Rating per IPCR	4.78	4.83 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

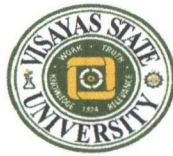
Dahlia R. Arpoceple  
DAHLIA R. ARPOCEPLE  
Name of Staff

Reviewed by:

E. G. Loreto  
EPIFANIA G. LORETO  
Department/Office Head

Approved:


Edgardo E. Tulin  
EDGARDO E. TULIN  
President




**Visayas State University**  
**COLLEGE OF ENGINEERING**  
**Department of Civil Engineering**  
VSU, Baybay City 6521, Leyte, Philippines

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAHLIA R. ARPOCEPLE, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING 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.

  
**DAHLIA R. ARPOCEPLE**  
Ratee

  
**EPIFANIA G. LORETO**  
Head

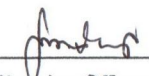
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2.	HIGHER EDUCATION SERVICES										
	MFO 2. Student Management Services										
	PI 6. Additional outputs										
	Number of hours devoted for assisting student related activities		Assist instructors and students	Preparation of documents needed	2	5	5	4	4	4.33	
	Number of BSCE honor students given certificates and posted a list at the bulletin board.		Encoding and printing	Preparation of certificates	10	19	5	5	4	4.67	
	Number of related students activities attended		Tribute to 2016 BSCE Graduates, CoE Week	Attended	0	2	5	5	5	5.00	

	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1. Engineers Gearing Up on ASEAN Integration 2. Training Workshop on Content Management System for CoE Website & Online Class Using Moodle	Attended	0	2	5	5	5	5.00	
						Total points			19.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
	MFO 1. Administrative and Facilitative Services									
	PI7. Number of office and laboratory equipment purchased	EPSON L1300 colored printer, EPSON GT- 1500 Color Document Scanner, 5 Computer Units	PR preparation	2	7	5	5	4	4.67	
	PI 9. Additional Outputs									
	Preparation and issuance of documents									
	Number of documents prepared and submitted on time	Preparation, encoding and submission	Preparation and submission of PPMP,Reimbursements, RIS, Actual Teaching Load, Faculty Workload, Permit, Leave, T O, Appointment, Payroll,CSR,PR	4	12	5	4	4	4.33	
	Number of Incoming and Outgoing documents recorded & released		Recording	100	165	5	4	4	4.33	
	Number of students served (2nd sem. & summer)	Issuance of grades after each semester		150	205	5	5	5	5.00	
	Number of Registration Permit Issued	Issuance of BSCE registration forms for 2nd sem SY 2015- 2016 & summer 2016	Preparation and issuance of BSCE registration forms during enrollment	150	410	5	5	5	5.00	

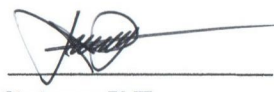


	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator	Facilitates Teachers Performance Evaluation	20	28	5	5	5	5.00	
	Number of copies reproduced in reproduction of instructional materials	Photocopying and printing		500	1,264	5	5	5	5.00	
	<b>MFO 2. Frontline Services</b>									
	<b>PI 1.</b> Efficient and customer-friendly frontline service	Frontlining	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
						Total Points			38.33	
<b>Total Over-all Rating</b>						57.33				
<b>Average Rating</b>						4.78				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

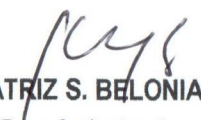
Received by:

  
 Planning Officer  
 Date: \_\_\_\_\_

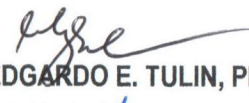
Calibrated by:

  
 Chairman, PMT  
 Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN, Ph.D.**  
 President  
 Date: \_\_\_\_\_


Average Rating (Total Over-all rating divided by 6)		4.78
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
<b>FINAL RATING</b>		<b>4.78</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**


Received by:

\_\_\_\_\_  
Planning Office

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Recommending Approval:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

Approved by:

**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 30, 2016

Name of Staff: Dahlia R. Arpoceple Position: Administrative 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		59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		59				
Average Score		4.92				

Overall recommendation : \_\_\_\_\_

  
 EPIFANIA G. LORETO  
 Name of Head