

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Marilyn A. Orquilla


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.58	70%	3.21
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.54

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MARILYN A. ORQUILLA
Name of Staff

Reviewed by:


LIJERA J. CUADRA
Department/Office Head

Recommending Approval:


ALELI L. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILYN A. ORQUILLA, of the Department of Teacher Education 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, 2018 to June 30, 2018.


MARILYN A. ORQUILLA
Ratee

Approved: 
LINA L. CUADRA
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Services	Documents requested by students served on time: *Students' assessment forms (midterm & final) *Registration Permit *Certificate of Registration *Students' copy of grades *Overload forms *Shifting forms *Unscheduled subjects	Served documents on time as requested	95%	100%	5	5	4	4.67	
	Percentage of requested documents issued on time	Issued documents on time as requested	95%	100%	5	4	4	4.33	
Teaching Performance Evaluation#	Number of evaluations facilitated and results submitted to OVPI within the day during evaluation period								#Was not able to facilitate the teaching performance evaluation due to right arm injury

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.58
Additional Points:		
Approved Additional Points (with copy of approval)	XX	
FINAL RATING		4.58
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

Printed tabs assigned.

[Signature]

Evaluated & Rated by:

[Signature]
LILIANA S. CUADRA
Head, DTE

Recommending Approval:

[Signature]
ALELI A. VILLOCINO
Dean, CoED

Approved by:

[Signature]
BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018 – June 30, 2018

Name of Staff: Marilyn A. Orquilla Position: Administrative Aide V

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

Performance Evaluation of Administrative Staff

Rating Period: January 1, 2018 - June 30, 2018
 Name of Staff: Mr. A. C. Prasad, Administrative Officer

Comments to staff: Please evaluate the effectiveness of your supervisor in contributing to the achievement of the common goals of your unit/department/office using the scale below (Circle your rating).

Scale	1	2	3	4	5	6	7	8	9	10	Comments
1											The staff fails to meet the requirements.
2											The performance needs to be improved.
3											The performance needs to be improved.
4											The performance needs to be improved.
5											The performance needs to be improved.
6											The performance needs to be improved.
7											The performance needs to be improved.
8											The performance needs to be improved.
9											The performance needs to be improved.
10											The performance needs to be improved.

Scale	1	2	3	4	5	6	7	8	9	10	Comments
1											1. Commenced work in a timely manner.
2											2. Commenced work in a timely manner.
3											3. Commenced work in a timely manner.
4											4. Commenced work in a timely manner.
5											5. Commenced work in a timely manner.
6											6. Commenced work in a timely manner.
7											7. Commenced work in a timely manner.
8											8. Commenced work in a timely manner.
9											9. Commenced work in a timely manner.
10											10. Commenced work in a timely manner.

Total Score		54				
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		4.50				

Overall recommendation : None

LIJUERA J. QUADRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marilyn A. Orquilla
Performance Rating: 4.41

Aim: To improve staff performance in meeting deadlines on assigned tasks.

Proposed Interventions to Improve Performance:

Date: March 2018 Target Date: May 2018

First Step:

Require to report to office on weekends, if necessary, to finish tasks on time.

Result:

60% of assigned tasks are met

Date: June 2018

Target Date: August 2018

Next Step:

Set deadlines

Outcome: 100% of assigned tasks are met

Final Step/Recommendation:

Frequent follow ups

Prepared by:


LIJERA LOUADRA
Head, DTE

Conforme:


MARILYN A. ORQUILLA
Name of Ratee Faculty/Staff