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 NUM	IERICAL RATING	4.54

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.34
FINAL NUMERICAL RATING	4.54
ADIFCTIVAL RATING:	Very Satisfactory

Prepared by:

Reviewed by:

Make-gulle Marilyn A. Orquilla

Name of Staff

LIJUERAJ J. CUADRA Department/Office Head

Recommending Approval:

ALELI/L. VILLOCINO Dean/Director

Approved:

BEATRIZ S, BEI ONIAS
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:

Hood of Unit

Head of Un

MFO & PAPS	Success Indicators	Tasks Assigned		Actual			Remarks		
			Target	Accomplishments	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

Number of IPCRs encoded and 5 Encoded and 4.67 reproduced reproduced IPCRs as scheduled 75 Number of documents prepared Prepared and 125 Secretariat Works 5 5 4 4.67 submitted on time: documents Communications within Standard government specified time forms *Trip tickets *Requisition Issue Slip *Purchase Request *Travel Order *Payrolls of Cooperating **Teachers** *Disbursement Vouchers *CSRs/DTRs, etc. *Cash Advance-Travels *Liquidation-Travels Prepared and encoded DTE **Project** Prepared and 2 sets 2 sets 5 5 4 4.67 PPMP with attached PR encoded PPMP **Procurement Management Plan** with attached (PPMP) with PR within attached Purchase specified time Request (PR) Prepared and submitted payrolls Prepared and 30 30 5 **Other Services** 4 4 4.33 for processing of incentives to submitted **DepEd Cooperating Supervisors,** payrolls within **Principals and Teachers** specified time Delivered incentives to DepEd 106 Delivered 106 5 4 4 4.33 Cooperating Supervisors, incentives to **Principals and Teachers** cooperating supervisors, principals and teachers as scheduled **Total Over-all** 4.58 Rating

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

Comments & Recommendations for Development Purpose:

Printse talk amount.

Evaluated & Rate LIJUERAS S. C Head, DTE		ALELI A. VII Dean, CoED		Approved by: 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.

using the scale below. Littlicite your rating.							
Scale	Descriptive Rating	ng 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)		5	Scal	е	
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

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	Total Score	54				
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
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
	

LIJUERAJ J. OUADRA Name of Head

			5	1961 Score	
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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Performance Rating:					
Aim: To improve staff performance in meeting deadlines on assigned tasks.					
Proposed Intervention	ns to Improve Performance:				
Date: March 2018	Target Date: May 2018				
First Step:					
Require to report to o	ffice on weekends, if necessary, to finish tasks on time.				
Result:					
60% of assigned task	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:	
	LIJUERAJ OUADRA Head, DTE	

Conforme:

MARILYN A. ORQUILLA Name of Ratee Faculty/Staff