

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July 1, 2017-December 31, 2017)



Name of Administrative Staff: **ALEX P. TULIN**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	4.59 x 70%	3.213
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.23	4.25 x 30%	1.27
TOTAL NUMERICAL RATING			4.48

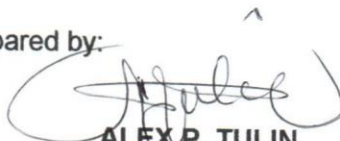
TOTAL NUMERICAL RATING: **4.48**

Add: Additional Approved Points, if any:

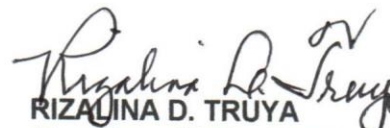
TOTAL NUMERICAL RATING: **4.48**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


ALEX P. TULIN
Name of Staff

Reviewed by:


RIZAUNA D. TRUYA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **Alex P. Tulin**, Registrar of the **Senior High School Unit** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period July 1, 2017 to December 31, 2017:



ALEX P. TULIN
Ratee

Approved: 

RIZALINA D. TRUYA
Principal, Senior High School

MFO & PAPs	Performance Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Evaluation of Student Records	No. of students permanent records updated	1. Updates students permanent record of assigned strand	232	240	5	4	5	4.67	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	50	60	5	4	5	4.67	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	232	240	5	4	4	4.33	
	No. of list prepared and consolidated	4. Prepare list and consolidate candidates for graduation and furnish copies to the dept.	10	15	5	4	4	4.33	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	15	20	5	4	5	4.67	
	No.of clearances of graduating students processed	6. Processing clearances of graduating students	232	240	5	4	5	4.67	
	No. of transcript of records prepared	7. Preparation of transcript of records	20	30	5	4	5	4.67	
	No. of transfer credential prepared	8. Preparation of transfer credential	9	10	5	5	4	4.67	

Data Base Management of Student Records	No. of TOR complied	9. Complies school requests of TOR of students transferred to other school	9	10	5	5	4	4.67	
	No. of certification prepared	10. Preparation of certification	30	35	5	4	5	4.67	
	No. of CAV prepared	11. Prepares CAV of VSU SHS graduates	232	232	5	5	5	5.00	
	No. of checklist prepared and issued	12. Prepares and issues checklist with grades to students	232	232	5	4	5	4.67	
	No. of enrolment forms prepared	13. Prepares enrolment forms	232	232	5	4	5	4.67	
	No. of enrolment forms issued	14. Issuance of enrolment forms to the students with deficiencies during registration	232	232	5	5	5	5.00	
	No. of enrolment forms validated	15. Checking and validation of enrolment forms	232	232	5	4	4	4.33	
	No. of permanent records prepared	16. Prepares permanent records of new students	232	232	4	5	5	4.67	
	No. of enrolment forms filed in the permanent records	17. Files in the permanent records the enrolment forms	176	176	5	5	5	5.00	
	No. of applications for adding, changing & dropping of subjects processed	18. Process applications for adding, changing & dropping of subjects	3	4	5	4	4	4.33	
	No. of application recorded & filed	19. Record and file the approved applications for dropping/changing adding/ withdrawal of subjects	1	2	4	4	5	4.33	
	No. of requests / follow-up of Form 137-A, TOR and other related credentials	20. Requests / follow-up of Form 137-A, TOR and other related credentials	232	232	4	5	4	4.33	

	No. of student records evaluated	21. Student record evaluation	232	232	5	4	4	4.33	
	No. of applications for change of name/ data/ entry in the student record processed	22. Process applications for change of name/ data/ entry in the student record	1	2	5	4	4	4.33	
	No. of hours spent in the preparation of enrolment venue	23. Assists in the preparation of enrolment venue	1	2	5	4	4	4.33	
	No. of credentials checked and enrolment forms issued	24. Assists in checking credentials and issue enrolment forms to new freshmen	232	232	5	4	4	4.33	
Total Over-all Rating					4.875	4.32	4.542	4.569	
Average Rating (Total Over-all rating divided by 4)			4.57607323	Comments & Recommendations for Development Purpose:					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.576						
ADJECTIVAL RATING			VS						

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Calibrated by:

REMBERTO A. PATINDOL, Ph. D

PMT

Recommending Approval:

BEATRIZ S. BELONIAS, Ph. D.

Vice President

Approved by:

EDGARDO E. TULIN, Ph. D.

President

Date: _____

Date: _____

Date: _____

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2017- December 31, 2017

Name of Staff: ALEX P. TULIN

Position: Education Program Specialist II

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		51				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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		4.25				

Overall recommendation : VS


RIZALINA D. TRUYA
Name of Head