



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: **THELMA P. APAS**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.40	30%	1.32
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING 4.61
ADJECTIVAL RATING: 0

Prepared by:


THELMA P. APAS
Name of Staff


Reviewed by:


ELIZABETH S. QUEVEDO
Department/Office Head

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS


Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. THELMA P. APAS**, of the Department of Pure & Applied Chemistry commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January - June 2022**.


THELMA P. APAS
Ratee

Approved: 
ELIZABETH S. QUEVEDO
Head of Unit


MA. THERESA P. LORETO
Dean, CAS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining		100% no complaint	Frontline services	5	5	5	5.00	
Student Services	Documents requested by students served on time									
Secretariat Works	Prepared, encode and compiles documents for ISO	Preparation, compilation and submission of documents to QAC	Facilitated submission and compilation of documents for ISO	80%	100%	5	4	5	4.66	
	Number of communications prepared, encoded and printed	Encode and print	Encoded and printed communications	90%	100%	5	5	5	5.00	
	Number of drafts and finalize for projected workload for 1st and 2nd sem. 2021-2022	Encode and print	Encoded and printed projected workload for 1st & 2nd Sem. 2021-2022	13	14	5	5	5	5.00	

	Number of accomplishment reports prepared and submitted	Encode and print	Prepared and submitted accomplishment reports	20	23	5	5	5	5.00	
	Number of Report Student Completion Grades recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitated submission and compilation of Completion of Grades	5	25	5	5	5	5.00	
	Number of Incoming and Outgoing documents recorded & released	Printing and submission of documents	Printed, recorded & released incoming and outgoing documents	40	50	5	5	5	5.00	
	Number of OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Preparation and submission of documents	Prepared and submitted OPCR, IPCR, PPMP & PR	25	50	5	5	5	5.00	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared, submitted documents	10	15	5	5	5	5.00	
	1.Job Requests Preparation	Preparation and Submission of Job Requests	Prepared Job Request	5	11	5	5	5	5.00	
	3. Projected faculty workload for the succeeding semester	Preparation of Projected Workload	Prepared Projected workload	15	24	5	5	5	5.00	
	4. Standard government forms	Preparation and submission of standard government forms	Prepared and processed standard government forms	30	35	5	5	5	5.00	
	Number of Purchase Requests, PPMPs	Preparation of PR's and PPMPs	Prepared PR's and PPMPs	5	14	5	5	5	5.00	

	Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls	Prepared & processed payrolls	10	11	5	5	5	5.00	
	Number of outgoing and incoming communications prepared and submitted to concerned units	Preparation, submission of outgoing communications	Prepared/processed outgoing communications	18	40	5	5	5	5.00	
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared and submitted financial documents	15	20	5	5	5	5.00	
	Number of DoPAC documents consolidated/filed	Consolidating/filing	Consolidated/filed DoPAC documents	40	45	5	5	5	5.00	
Other Services		Does task assigned as member of the committee	Assisted faculty in processing documents	8	25	5	5	4	4.66	
Total Over-all Rating									89.32	
Average Rating:									4.70	
Adjectival Rating:									0	

Evaluated and Rated by:

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: June 30, 2022

Recommending Approval:

MA. Theresa P. Loreto

MA. THERESA P. LORETO

College Dean

Date: _____

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

Average Rating (Total Over-all rating divided by		4.70
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Should attend training-workshop on computer literacy
Commitments on assigned tasks should be met on time

Evaluated & Rated by:

E. Quevedo
ELIZABETH S. QUEVEDO

Head, DoPAC

Date: June 30, 2022

Recommending Approval:

fr. Aschikint
MA. THERESA P. LORETO

Dean, CAS

Date: _____

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January, 2022 to June, 2022

Name of Staff: THELMA P. APAS

Position: ADMINISTRATIVE AIDE VI

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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		51 + 23 = 74				
Average Score		4.40				

Overall recommendation :

Minimize habitual tardiness in reporting to work, accepts accountability for the overall performance and be effective in accomplishing assigned tasks and in delivering the output required of the department.



ELIZABETH S. QUEVEDO
Head, DoPAC

PERFORMANCE MONITORING & COACHING JOURNAL

√	1st	Q U A R T E R
√	2 nd	
	3 rd	
	4th	

Name of Employee: THELMA P. APAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to attend training-workshop on the application of computer program/software commonly use in generating office documents and attendance to online meeting				
Coaching	One-on-one tutorial in the use of computer software/applications to generate required documents and attendance to online meetings				Needs more time to familiarize the use of computer software and other applications

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted:



ELIZABETH S. QUEVEDO

Immediate Supervisor



MA. THERESA P. LORETO

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: THELMA P. APAS

Performance Rating: _____

Aim: Aspire for an outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December, 2022

First Step:

Attendance to computer literacy training workshop

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



THELMA P. APAS

Name of Ratee Faculty/Staff