

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
Rating Period January-June 2017
(Accomplishments)

Name of Administrative Staff: EDITHA R. ABOGADIE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.81	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
TOTAL NUMERICAL RATING			4.567

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Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.567

ADJECTIVAL RATING: OUTSTANDING

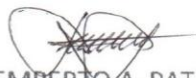
Prepared by:


EDITHA R. ABOGADIE
Name of Staff

Reviewed by:


JESUSITO LIM
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDITHA R. ABOGADIE, of the Department of Pest Management 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 2017 to June 2017.

EDITHA R. ABOGADIE
Ratee

Approved:

JESUITO L. LIM
Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Administrative Support Services	# of course materials: typed	Encoded/typed/collated/printed syllabus and laboratory manuals, course outlines and examinations.	445	885	5.0	5.0	5.0	5.0	
	# of DTR/CSR prepared, typed, checked, countersigned and recorded	Prepared/checked/distributed Daily Time Record forms for Administrative, typed regular faculty monthly Certificate of Service Rendered (CSR)	72	75	5	4	5	4.67	
	# of Travel Order, OICs, Application for Leave: typed/checked/recorded	Prepared/typed Travel Orders (TOs), OICs, Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form)	54	80	5	5	5	5.0	
	# of faculty/staff meetings printed/routed	Suggested type d/printed and distributed minutes of the meeting for faculty and staff.	35	40	5	4	5	4.67	
	# of documents prepared and Processed	Typed/printed, Annual Procurement Plan (APP), OIC, Performance, Evaluation for Faculty, IPCR	12	100	5	5	5	5.0	