


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ELIZABETH C. PEQUE

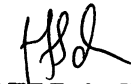
1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.49
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING 4.89
ADJECTIVAL RATING: 0


Prepared by:


ELIZABETH C. PEQUE
Name of Staff

Reviewed by:



ROSARIO A. SALAS
Department/Office Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

Find evidence of a trend.

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WILLIAM L. DORRANCE, JR.

NOVIA ROBERTI 2001

UNITED STATES DEPARTMENT OF JUSTICE

ONLINE METHODS

References

TOTALS

SECRET

000 200 000

7105712-00

RESEARCH DESIGN

1. *Journal of the American Medical Association*, 1997; 277: 1033-1038.

ELIZABETH C. PERQUE
Ratee

ROSARIO A. SALAS
Head of Unit

[illegible]

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SECRET

SECRET

Figure 1

01766

Dr. J. B. Jones

REPORT OF THE COMMISSIONER OF THE LAND AND MINES DEPARTMENT

100

Average Rating (Total Over-all rating divided by 4)		4.72
Additional Points:		
Punctuality		5
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		0

**Comments & Recommendations
for Development Purpose:**

*To Submit reports on
time*

Evaluated and Rated by

RAS
ROSARIO A. SALAS

Head, DOH

Date: _____

Recommending Approval:

VB
VICTOR B. ASIO

Dean, CAPS

Date: *8* _____

Approved:

10/11
BEATRIZ S. BELONIAS

Vice President Instruction

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2013Name of Staff: ELIZABETH C. PEQUE Position: Agricultural Technician

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)						
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.	Make self-available to clients beyond official time	5	4	3	2	1
3.	Submit 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		487				

1962-1963 - 1964

1965-1966 - 1967

1968-1969 - 1970

1971-1972 - 1973

1974-1975 - 1976

1977-1978 - 1979

1980-1981 - 1982

1983-1984 - 1985

1986-1987 - 1988

1989-1990 - 1991

1992-1993 - 1994

1995-1996 - 1997

1998-1999 - 2000

2001-2002 - 2003


2004-2005 - 2006

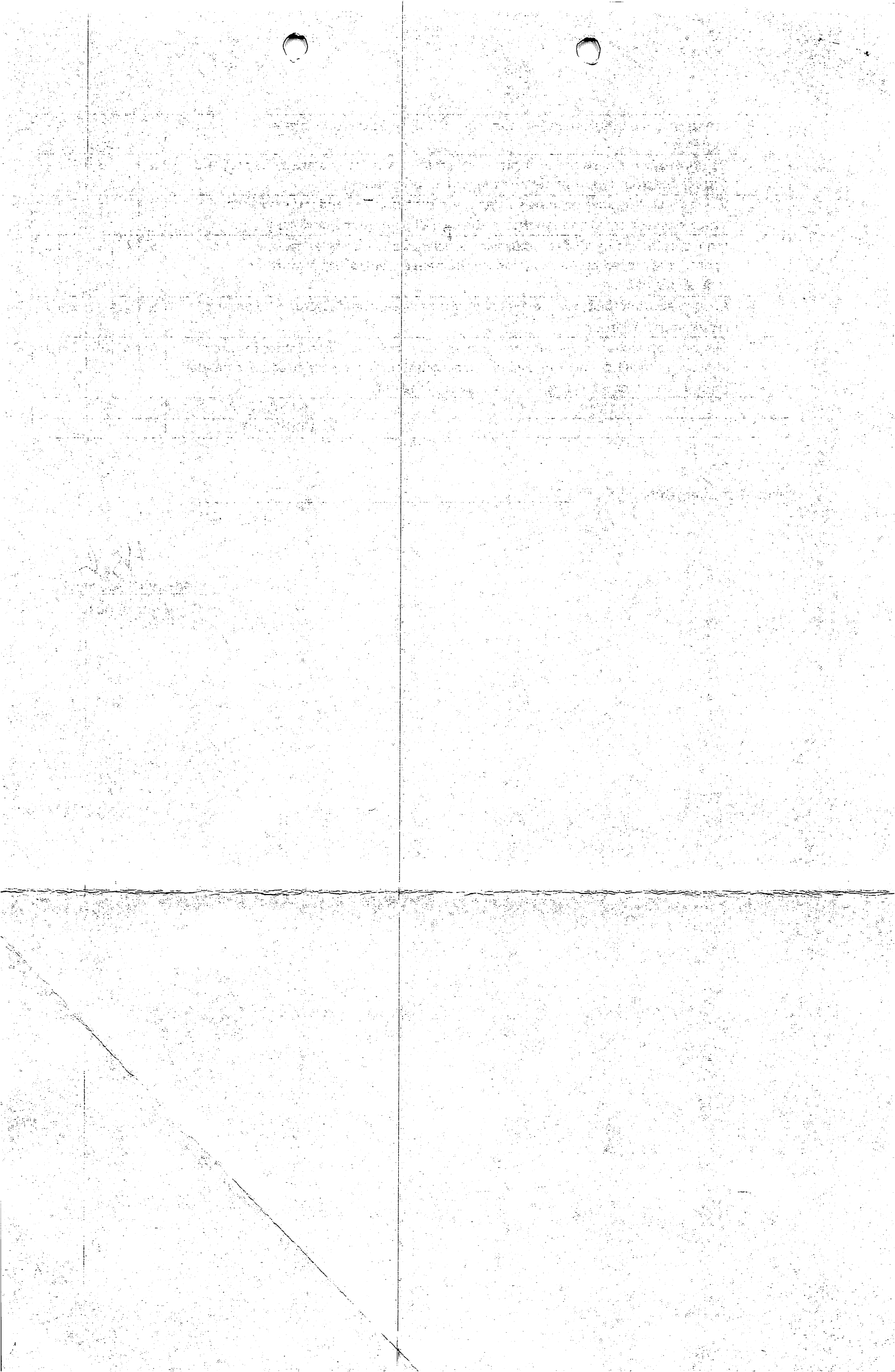
2007-2008 - 2009

2010-2011 - 2012

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

Overall recommendation _____


ROSARIO A. SALAS
Name of Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH C. PEQUE
Performance Rating: Outstanding

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: To be able to attend short course trainings, seminars/conferences .
To be able to visit established plant nurseries.

Result Attended and visited nurseries and self-study in the use of computer for my reports.

Date: July 2018 Target Date: December 2018

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


ELIZABETH C. PEQUE
Name of Ratee Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>ELIZABETH C. TROTT</u>	
Performance Rating: <u>Outstanding</u>	
Area: <u>Management and Supervisory Skills</u>	
Proposed Improvements: <u>to improve performance</u>	
Due: <u>January 1978</u>	Target Date: <u>June 1978</u>
First Step: <u>To be able to attend short courses through a correspondence course</u>	
To be able to use computer in the use of computer for any	
Results: <u>Attached and dated courses and of any in the use of computer for any</u>	
Reports	
Date: <u>July 1978</u>	
Target Date: <u>December 1978</u>	
Next Step:	
Outcome:	
Final Step/Recommendation:	
Prepared by:	

Don Ross

Confidential

ELIZABETH C. TROTT
Name of Name Rating/Date