# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Dahlia R. Arpoceple

Particulars (	1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR		4.73	70%	3.31
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.75	30%	1.43
TOTAL NUME	ERI	CAL RATING		4.74

1,42

**EQUIVALENT NUMERICAL RATING:** 

4.74

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.74

FINAL NUMERICAL RATING:

4.74

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

DAHLIA R. ARPOCEPLE

Name of Staff

EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:

Approved by:

BEATRIZ S/BELONIAS

Dean, CET

VP for Instruction





#### **DEPARTMENT OF CIVIL ENGINEERING**

Visayas State University Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAHLIA R. ARPOCEPLE, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

DAHLIA R. ARPOCEPLE

Ratee

**EPIFANIA G. LORETO** 

Head

MFO No.	MFO Descrip-	Success/ Performance	Program/ Activities/	Tasks Assigned	Target	Actual Accom- Rating				Remarks	
	tion	Indicator (PI)	Projects			plishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2.	HIGHER E	DUCATION SERVICES						-	-		
	MFO 2. Stu	udent Management Servi	ces								
		onal outputs									
	assisting st	tudent related activities		Preparation of documents needed	2	2	4	5	5	4.67	1.) Tree Planting Cerficates 2.) Certificates for BSCE Honor Students
	Number of attended		Junior Civil Engineer's Symposium	Participant	1	1	5	5	5	5.00	
		orkshops/reviews	Seminar Workshop on "Fundamentals of Forensic Engineering"	Facilitator	1	1	5	5	5	5.00	
							Total p	points		14.67	
UMFO 6.	GENERAL	<b>ADMINISTRATION &amp; SUF</b>	PPORT SERVICES								
	MFO 1. Ad	ministrative and Facilitat	ive Services								

PI7. Number of office and laboratory equipment purchased  PI 9. Additional Outputs	Office and computer laboratory supplies	PR preparation	3	4	4	4	4	4.00	1.) 6 pcs. Power Supply 2.) 4 sets Keyboard & Mouse 3.) Copy Printer Pa & Belt 4.) Office Supplies
Preparation and issuance of				-	-				
documents									
Number of documents prepared and submitted	Preparation and submission of PPMP, Cash Advance, Reimburse-ments, RIS, Actual Teaching Load, Individual Faculty Workload, Leave, Permit, T O, PR, Contracts, Payroll, Annaul Report	Preparation, encoding and submission	10	13	4	4	4	4.00	
	Clerances and other DCE related documents	Recording	170	225	5	4	5	4.67	
1	Teaching Performance Evaluation	Evaluation Facilitator	12	20	5	5	5	5.00	
reproduction of instructional		Photocopying and printing/riso	350	1,074	5	5	5	5.00	
MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service	Frontlining	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
PI 2. Additional Outputs/Best Practices									

Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1.) QMS Risk Assessment & ISO Documentation Training 2.) ISO 9001:2015 QMS Roll-Out Orientation 3.) Basic CPR and First Aid Lecture and Demonstration by Philippine Red Cross	Participant	1	3	5	5	5	5.00	
					Total F	oints		32.67	
	Total Over-all Rat	ing				47	7.33		
	Average Rating	9				4	.73		
	Adjectival Ratin	g				Outst	anding		

Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.73
ADJECTIVAL RATING		Outstanding

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.

Dean, College of Engineering and Technology

Date:\_\_\_\_

F <sub>V</sub> 2	hated	and	Rated	by:
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EPIFANIA	G. LC	RETO
Denartent	Head	DCF

Date:	
Date.	

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

Comments & Recommendations for Development Purpose: To attend trainings and seminars related to her work.
Approved:  BEATRIZ S. BELONIAS, Ph.D.  VP for Instruction

Date: \_\_\_\_\_

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2019

Name of Staff: DAHLIA R. ARPOCEPLE Position: Admin. Aide IV

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.

dening the could below Ellonoic your runing.									
Scale	<b>Descriptive Rating</b>	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)		9	Scale	Э	
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		18				
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						

Overall recommendation :	

EPIFANIA G. LORETO

Name of Head

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAHLIA R. ARPOCEPLE

Performance Rating: 4.74 (Outstanding)
Aim: To build on the strength of the employee and identify those areas the employee needs improvement.
Proposed Interventions to Improve Performance:
Date: January 2019 Target Date: January to June 2019
First Step: Attend seminar on ISO 9001:2015 QMS Roll-Out Orientation
Result: Gained knowledge in ISO 9001:2015 and also as a deputy Documents and
Records Controller (dDRC).
Date: July 2019 Target Date: July to December 2019  Next Step: Attend seminar on "Working Towards Personal Effectiveness"
Outcome: Improved customer service and work values.
Final Step/Recommendation: NA
Prepared by:  Q-\$. W EPIFANIA G. LORETO

Conforme:

DAHLIA R. ARPOCEPLE

Name of Ratee Faculty/Staff