

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)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

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:

Dahlia R. Arpoceple
Name of Staff

Reviewed by:

E. G. Loreto
EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:

Roberto C. Guarate
Dean, CET

Approved by:


Beatriz S. Belonias
VP for Instruction

	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 Points			32.67	
Total Over-all Rating						47.33				
Average Rating						4.73				
Adjectival Rating						Outstanding				

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

Comments & Recommendations for Development Purpose:
To attend trainings and seminars related to her work.

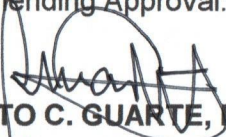
Evaluated and Rated by:


EPIFANIA G. LORETO
Department Head, DCE

Date: _____

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

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean, College of Engineering
and Technology

Date: _____

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.

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		58				
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		4.833				

Overall recommendation : _____


EPIFANIA G. LORETO
Name of 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:

E. G. Loreto
EPIFANIA G. LORETO
Unit Head

Conforme:
DAHLIA R. ARPOCEPLE
Name of Ratee Faculty/Staff