

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Ms.Arlyn A. Guinipaan

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.98	70%	3.49
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
		TOTAL, NUMERICAL RATING	4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: Outstanding

Prepared by:


ARLYN A. GUINIPAAN
Name of Administrative

Reviewed by:


CLIMACO D. ESPINA JR.
Department Head

Approved by:


EDGARDO E. TULIN
President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arlyn A. Guinipaan, of the Department of Mathematics and Physics, College of Arts and Sciences 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 1, 2017 to June 30, 2017.


ARLYN A. GUINIPAAN
Administrative Aide VI
Date: July 25, 2017

CLIMACO D. ESPINA JR.
Department Head
Date: July 25, 2017

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Actual		Rating				Remarks
				Target	Accomplishment as of June 2017	Quality	Efficiency	Timeliness	Average	
MFO6. Support to Operations										
	PI.1 Number of forms prepared/facilitated and encoded	Instruction Services								
	Projected/Tentative Workload	Instruction Services	Prepared and assigned tentative workload of all DMP faculty	95%	100%	5	5	5	5.00	Every Semester
	Actual teaching load	Instruction Services	Prepared/encoded and submitted actual teaching load of DMP faculty to Registrar's Office	95%	100%	5	5	5	5.00	Every Semester
	Individual Faculty Workload	Instruction Services	Prepared/encoded and submitted individual faculty workload of DMP faculty to Registrar's Office	95%	100%	5	5	5	5.00	Every Semester
	PI.2 Number of Instructional Materials prepare and facilitated	Instruction Services	Prepared facilitated aboratory exercises	95%	100%	5	5	5	5.00	Every Semester
	PI.3: Number of Exams facilitated / reproduced	Instruction services	Encoded/reproduced(nizograp hed/photocopied) exams	90%	100%	5	5	5	5.00	Examination Week

	PI.4 Number of government forms prepared and encoded and submitted	Administrative Services	CIPR, IPGR, PPMP, CSR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms	95%		5	5	5	5.00	Submit on time
	PI 5. Number of communications prepared and encoded	Administrative services	Letter of requests, certifications, justifications	95%	100%	5	5	5	5.00	
	PI 6: Number of documents attended and served	Administrative services	Facilitated student evaluation and submits to OVPI	90%	100%	5	5	5	5.00	Every Semester (before midterm examination)
	PI 7. Number of contracts/payrolls facilitated/prepared /monitored	Administrative services	Prepared/monitored part timers/Jos contracts and payrolls	6	12	5	5	5	5.00	Every 15th and 30th month
	PI 8. Number of faculty/ staff monitored re leave of absence	Administrative services	Monitored/prepared leave of faculty/staff	10	18	5	5	4	4.67	
	PI 9. Number of purchases (equipment, supplies and materials)of the dept facilitated and prepared and monitored	Administrative services	Facilitated/Prepared list of supplies /equipment purchased	6	10	5	5	5	5.00	
	PI 10. Number of Report Student Completion Grades recorded	Administrative services	Recorded of students completion grades in the grade sheets	95%	100%	5	5	5	5.00	Every month
	PI 11. Number of DMP documents consolidated/files:	Administrative services	Consolidate/bound of DMP documents/files	200 documents	400 documents	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Davao Region
	PI. 12 Number of documents mimeographing/xerox laboratory exercises and exams	Administrative services	Consolidate exercises/exams	100 documents						
	PI. 13 Number of Incoming memo's, letters recorded	Administrative services	Recording of incoming memo's, letters	200 documents	400 documents	5	5	5	5.00	Memo's from OP, OVPI, OVPRG, OVPAF, OVPRE other documents from diff. offices
	PI 14 Number of department meetings & university activities	General services	Attended and served snacks during dept meetings & univ activities	95%	100%	5	5	5	5.00	Attended department activities

	PI 15. Number of students assisted	student services	Received/Released student grades	95%	100%	5	5	5	5	5.00	
			facilitated submission of student's grades & INC inquiry regarding class schedules/instructors	95%	100%	5	5	5	5	5.00	
			Inquiry regarding class schedules/instructors	95%	100%	5	5	5	5	5.00	
MFO 7. General Administration and Support Services (GASS)											
MFO2. Efficient and customer friendly frontline service											
	PI.1 Number of efficient and customer friendly services rendered	General services	Entertain students/ visitors/ clients with zero percent complaint served	0% complaint	0% complaint	5	5	5	5	5.00	Entertained students, visitors, clients coming to office
Total Over-all Rating											
Average Rating											
Adjectival Rating											

Comments & Recommendations for Development Purpose:

Average Rating (Total Over-all rating divided by 4)	4.98
Additional Points:	
Punctuality	
Approved	
Additional points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL	

Received by: 
TERESITA L. QUINANOLA
Planning Officer
Date: 8/15/17

Calibrated by: 
REMBERTO A. BATINDOL, Ph.D.
Chairman, PMT
Date: _____

Recommending Approval: 
BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Approved: 
EDGARDO E. TULIN, Ph.D.
President
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2017 – June 30, 2017

Name of Staff: Arlyn A. Guinipaan 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

Total Score						
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 : _____


CLIMACO B. ESPINA JR.
Name of Head