

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
1. Numerical Rating per IPCR	4.95	4.95 x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.92

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

Dahlia R. Arpoceple
DAHLIA R. ARPOCEPLE
Name of Staff

Reviewed by:

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

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
University President



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 July to December 2017.

Wagstaff

DAHLIA R. ARPOCEPLE

Ratee

3-4-20

EPIFANIA' G. LORETO

Head

[illegible]

	<i>Number of documents prepared and submitted on time</i>	Preparation and submission of PPMP, Reimburs ements, RIS, Actual Teaching Load, Faculty Workload, Leave, Permit, T O, PR, Appointment, Payroll	Preparation, encoding and submission	4	11	5	5	4	4.67	
	<i>Number of Incoming and Outgoing documents recorded & released</i>	Clerances and other DCE related documents	Recording	150	279	5	5	5	5.00	
	<i>Number of Registration Permit Issued</i>	Issuance of BSCE registration forms for 1st sem SY 2017-2018	Issuance of BSCE registration forms during enrollment	175	266	5	5	5	5.00	
	<i>Number of evaluation conducted and results submitted to OVPI</i>	Evaluation Facilitator	Evaluation Facilitator	12	26	5	5	5	5.00	
	<i>Number of copies reproduced in reproduction of instructional materials</i>	BSCE Exam, quizzes, problem sets and lab exercises	Photocopying and printing/riso	350	580	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									
	<i>Number of in-house seminars/ trainings/workshops/reviews conducted/attended</i>	Orientation on Basic Customer Service and Work Values	Participant	0	1	5	5	5	5.00	

	Number of hours devoted in the preparation of supporting documents for PTC-ACBET accreditation	PTC-ACBET (Washington Accord) Accreditation	Assist in the preparation of supporting documents	0	80	5	5	5	5.00	
	Number of hours devoted in the preparation for AACCCUP accreditation	AACCCUP Accreditation	Preparation of supporting documents for Area IV and Area VI	0	32	5	5	5	5.00	
						Total Points			49.67	
Total Over-all Rating										
64.33										
Average Rating										
4.95										
Adjectival Rating										
Outstanding										

Received by:

Calibrated by:

Recommending Approval:

Approved:


Planning Officer
Date: _____


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____


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


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

Average Rating (Total Over-all rating divided by 2)		4.95
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Received by:

Planning Office

Date:

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Date:

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction

Date:

Received by:

EDGARDO E. TULIN, Ph.D.
University President

Date:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2017 to Dec. 31, 2017

Name of Staff: Dahlia R. Arpocele Position: Administrative 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 : _____

Ep. Loreto

EPIFANIA G. LORETO

Name of Head