

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

(January – June 2017)

Name of Administrative Staff: Wenifreda T. Oclitaria

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
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	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.90

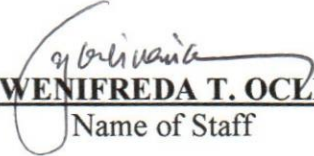
TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: _____

Prepared by:


WENIFREDA T. OCLINARIA
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Wenifreda T. Oclinnaria, of Graduate School commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2017 to June 30, 2017

Wenifreda T. Oclinnaria
WENIFREDA T. COLINARIA
 Ratee

Approved:

Anabella B. Tulim
ANABELLA B. TULIM
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance Education Services	Graduate Degree Program Management Services No. of graduate degree Specialization offered and monitored	• No of graduate faculty appointments reviewed and countersigned for approval	135	141	5.00	4.50	5.00	4.83	
		• No. of graduate faculty FTE by departments summarized for OPCR	155	191	5.00	5.00	5.00	5.00	
	No. of new graduate curricular program proposals monitored	• No. of endorsement letters prepared for new graduate curricular program proposals for review/evaluation by different approving body.	2	4	5.00	5.00	5.00	5.00	
Support to Operations	Graduate Student Management Services Number of graduate students monitored	• No. of graduate students assisted for admission/enrollment/change of admission status/application for examinations/leave of absence, etc. by providing proper instruction/ direction/appropriate forms and other needed documents	55	90	5.00	4.50	5.00	4.83	
		• No. of admission letters/graduate student application forms reviewed and countersigned for approval by the Dean of Graduate School	120	130	5.00	4.50	4.50	4.67	
		• No. of international graduate students assisted in the processing of special study permits/ student visa/extension of student visa	1	2	5.00	5.00	5.00	5.00	
		• No of certificates for graduate student honors reviewed for signature by the Dean of the Graduate School	30	34	5.00	5.00	5.00	5.00	
	Program & Institutional Accreditation Services	• Tentative and final list of graduate student candidates for graduation reviewed for submission 2 days before deadline	40	44	5.00	5.00	5.00	5.00	
		• No. of program and institutional related accreditation documents monitored and managed (ISO, ISA, AACUP)	5	10	4.50	5.00	4.50	4.67	
	Administrative and Facilitative Services	• No. of accreditation related orientations/trainings/workshop, etc. attended as representative of the Graduate School	2	3	5.00	5.00	5.00	5.00	
		• No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	5	9	5.00	5.00	5.00	5.00	
		• No. Graduate School related meetings, orientation facilitated, prepared notices, materials for presentation; attendance sheets, attendance recording, minutes of the meetings, etc.	7	11	5.00	5.00	5.00	5.00	

		- No. of University Committee meetings attended as representative of the Dean of Graduate School . - No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production) - No. of Graduate School Forms reviewed and revised for implementation based on BOR approved Graduate School Code - No. of administrative and academic policies related to graduate program reviewed and strictly implemented based on BOR approved Graduate School Code. - No. of graduate student/VSU staff/faculty clearance countersigned for signature by the Dean of the Graduate School - Served clients with courtesy and friendly service	1 18 23 2 6 0% Complaint	2 21 28 4 10 0% Complaint	5.00 4.50 5.00 4.50 5.00 5.00	5.00 4.67 5.00 4.67 5.00 88.34
		Efficient Customer – Friendly Assistance Zero percent complaint from client served				
Total Over-all Rating						

Comments & Recommendations for Development Purpose:

Received by:

MIRIAM M. DE LA TORRE

PRPEO

Calibrated by:

REMBERTO A. PATINDOL

PMT

Recommending Approval:

BEATRIZ S. BELONIAS

VP, Instruction

Approved by:

EDGARDO E. TULIN

President

Date:

Date:

Date:

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: Wenifreda T. OclinariaPosition: Administrative Officer

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		57				
Average Score		4.75				

Overall recommendation : _____

Anabella B. Tolin
 ANABELLA B. TOLIN
 Name of Head