

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Marilyn A. Orquilla

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.41	x 70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	x 30%	1.07
TOTAL NUMERICAL RATING			4.16

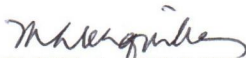
TOTAL NUMERICAL RATING: 4.16

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.16

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


MARILYN A. ORQUILLA
Name of Staff

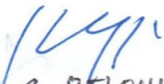
Reviewed by:


BAYRON S. BARREDO
Department/Office Head

Recommending Approval:


AELI A. VILLOCINO
College Dean

Approved:



BEATRIZ S. BELONIAS
~~EDGARDO E. TULIN~~
VP - President Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILYN A. ORQUILLA, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019.


MARILYN A. ORQUILLA
Ratee

Approved:


BAYRON S. BARREDO
Head of Unit


MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	4	4	4.33	
Student Services	Documents requested by students served on time: *Students' assessment forms (midterm & final) *Registration Permit *Certificate of Registration *Students' copy of grades *Overload forms *Shifting forms *Unscheduled subjects	Served documents on time as requested	95%	100	4	5	4	4.33	
	Percentage of requested documents issued on time	Issued documents on time as requested	95%	100%	4	5	4	4.33	
Teaching Performance Evaluation#	Number of evaluations facilitated and results submitted to OVPI within the day during evaluation	Facilitated teaching performance	23	23	5	5	4	4.67	

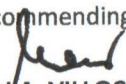
	period	evaluation and submitted to OVPI							
	Number of IPCRs encoded and reproduced	Encoded and reproduced IPCRs as scheduled	5	5	5	4	4	4.33	
Secretariat Works	Number of documents prepared on time: <ul style="list-style-type: none"> • Communications • Standard government forms *Trip tickets *Requisition Issue Slip *Purchase Request *Travel Order *Payrolls of Cooperating Teachers *Disbursement Vouchers *CSRs/DTRs, etc. *Cash Advance-Travels *Liquidation-Travels 	Prepared and submitted documents within specified time	75	125	5	4	4	4.33	
Project Procurement Management Plan (PPMP) with attached Purchase Request (PR)	Prepared and encoded DTE PPMP with attached PR	Prepared and encoded PPMP with attached PR within specified time	5	5	5	4	4	4.33	
Other Services	Prepared and submitted payrolls for processing of incentives to DepEd Cooperating Supervisors, Principals and Teachers	Prepared and submitted payrolls within specified time	30	30	5	5	4	4.67	
	Delivered incentives to DepEd Cooperating Supervisors, Principals and Teachers	Delivered incentives to cooperating supervisors, principals and	106	106	5	4	4	4.33	

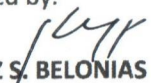
		teachers as scheduled							
Total Over-all Rating								4.41	

Average Rating (Total Over-all rating divided by 4)		4.41
Additional Points:		
Approved Additional Points (with copy of approval)	XX	
FINAL RATING		4.41
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for
Development Purpose:
- Pay attention to the tasks assigned
- keep records or notes assigned so as not
to forget / lost some documents or
records.

Evaluated & Rated by:

BAYRON S. BARREDO
Head, DTE
Date: _____

Recommending Approval:

ALELI A. VILLOCINO
Dean, CoED
Date: _____

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction
Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019Name of Staff: MARILYN A. ORQUILLA 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		3-52				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

office/department aligned to that of the overall plans of the university.					
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	N-A				
Average Score	3.58				

Overall recommendation : Pay attention to the task assigned. Keep records of tasks assigned so as not to forget or misplace records/documents.

BAYRON S. BARREDO
Name of Head