

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: GILDA D. DURAN


1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: 0


Prepared by:


GILDA D. DURAN
Name of Staff

Reviewed by:



ROSARIO A. SALAS
Department/Office Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

CHIEF OF BUREAU

Supervisor's Rating

1	2	3	4
1	Supervisor's Rating	1.00	1.00
2	Supervisor's Rating of the subordinate's accomplishments	1.00	1.00
TOTAL INDIVIDUAL RATING		2.00	2.00

1.00

TOTAL INDIVIDUAL RATING

and Additional Administrative Rating

TOTAL INDIVIDUAL RATING

1.00

TOTAL INDIVIDUAL RATING

2

ADJECTIVE RATING

Reviewed by

Reviewed by

VICTOR B. ASO

Chief of Bureau


WILLIAM A. FERNANDEZ

Chief of Bureau

Visayas State University
College of Agriculture and Food Science (CAFS)
DEPARTMENT OF HORTICULTURE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (PCR)

GILDA D. DURAN Adm. Aide IV, 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 to June, 2018.


GILDA D. DURAN
Adm. Aide IV


ROSARIO A. SALAS

Head, DQH

Date: _____

WFO No.	WFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeline	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Support Services										
	PI 1: Number of documents prepared and released on time	Facilitates signature for the department head, Government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc) and other related forms Secretarial work encoding & printing of test papers, manuals, syllabus, grades payrolls, TD's vouchers, trip tickets, PR, RIS, APP cash advances, leave preparations, etc.	250	400	5	5	5	5.00		
	PI 2: Number of department meetings conducted (dept. I)	Prepares notices and venue for department and other meetings	6	12	5	5	5	5.00	Department meetings	
	PI 3: Number of documents received, evaluated, countersigned and facilitated	Receives, records, checks and countersigned various documents and facilitates signature of the head	100	250	5	5	4	4.67		
	PI 9: Number of standard government forms received, attended and countersigned	Facilitates signature of other government forms from the dept. offices for the signature of the college dean	150	310	5	5	5	5.00		

	P1 10: Number of student forms (Download, change of record, Advisers, shifting forms, etc.) received, attended and counseled	Facilitates signature of student forms	20	50	5	5	5	5.00	
	P1 12: Number of department CAFS/University Activities facilitated and assisted	Facilitates and assist department activities in building, etc.	2	3	5	5	5	5.00	
	P1 13: Number of registration forms and student copy of grades issued	Releases registration forms to BSAhort students	50	150	5	5	5	5.00	
	P1 16: Number of DOH and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	Follow-up and consolidates depts. reports, other related report and submits to appropriate offices	2	4	5	5	4	4.67	Dept. faculty/ researchers reports
OVER MPO 2 Frontline Services									
	P1 1: Efficient and custom ex-friendly frontline service	Zero percent complaint from clients served	0	No complaint	5.0	5.0	5.0	5.00	
Best practices/new initiatives									
	Other assigned tasks	Administered performance evaluation of faculty, teaching load assignment. Emergency purchase of supplies	5	8	5	5	5	5.00	

Total Over-all Rating					39.34	
Average Rating					4.92	
Adjectival Rating						


Average Rating (Total Over-all rating divided by 4)	4.92	
Additional Points:	-	
Punctuality	5	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.92	
ADJECTIVAL RATING	Outstanding	

Comments and Recommendations


for Development Purpose:

Keep it up


Evaluated and Rated by:


ROSARIO A. SALAS
Head, DOH
Date: _____ Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2013Name of Staff: GILDA D. DURAN 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)					
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.	Make self-available to clients beyond official time	5	4	3	2 1
3.	Submit 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		492			

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrate 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 _____


ROSARIO A. SALAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA D. DURAN
Performance Rating: Outstanding

Aim: To sustain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: To attend and participate in trainings and seminars to improve skills and for self-improvement so as to be more competent as support staff of the Dept. of Horticulture. To improve computer skills by attending short course trainings and self study.

Result: Attended trainings and seminars.


Date: July 2018 Target Date: December 2018

Next Step: _____

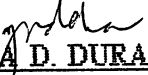
Outcome: _____

Final Step/Recommendation:

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


GILDA D. DURAN
Name of Ratee Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: WILLIAM D. BERRY
Position: Assistant Manager

For: To attain the position of Manager

Proposed Developmental Activities: Participate in Management Development Program

Date: January 1968 Target Date: June 1968

Two steps forward and one step back in learning and training to develop skills and for
information to be used as to be used as support staff of the Dept. of
Administration. To improve communication skills by attending short course training and to
study

Goal: Attain position of Manager

Date: June 1968 Target Date: December 1968

Next Step:

Outcome:

Final Step/Conclusion:

ROBERT A. BERRY
Unit Head

Comments:
WILLIAM D. BERRY
Name of Employee: William Berry