

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		4.92	4.92 x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING				4.89

EQUIVALENT NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:


DAHLIA R. ARPOCEPLE
Name of Staff

Reviewed by:


EPIFANIA G. LORETO
Department/Office Head

Approved:


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 agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2017.

M. R. Arpoceple
DAHLIA R. ARPOCEPLE
Ratee

E. P. Loreto
EPIFANIA G. LORETO
Head

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES										
	MFO 2. Student Management Services										
	PI 6. Additional outputs										
	Number of hours devoted for assisting student related activities		Assist instructors and students	Preparation of documents needed	3	5	5	5	5	5.00	
	Number of BSCE students given certificates		Preparation of certificates	Encoding and printing	5	5	5	5	5	5.00	
	Number of related students activities attended		1. College of Engineering Week 2. First Junior Civil Engineers' Symposium		1	2	5	5	5	5.00	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended		1. Engineering Awareness Seminar 2. First Junior Civil Engineers' Symposium	Participant	1	2	5	5	5	5.00	

	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1. Engineering Awareness Seminar 2. First Junior Civil Engineers' Symposium	Participant	1	2	5	5	5	5.00	
						Total points			20.00	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services									
	PI7. Number of office and laboratory equipment purchased	1.) Liquid Limit 2.) Shrinkage Limit 3.) STM-5 Digital Marshal Stability Tester 4.) Laser Range Meter 5.) Hand Operated Soil Extruder	PR preparation	5	5	5	5	4	4.67	
	PI9. Additional Outputs									
	Preparation and issuance of documents									
	Number of documents prepared and submitted on time	Preparation and submission of PPMP, Reimburse ments, RIS, Actual Teaching Load, Faculty Workload, Leave, Permit, T O, PR Appointment, Payroll, CSR	Preparation, encoding and submission	5	13	5	5	3	4.33	
	Number of Incoming and Outgoing documents recorded & released	Clearances and other DCE related documents	Recording	100	223	5	5	5	5.00	
	Number of students served (2nd sem.)	Issuance of grades after each semester	Issuance of grades after each semester	150	280	5	5	5	5.00	

	Number of Registration Permit Issued	Issuance of BSCE registration forms for 2nd sem SY 2016-2017 & summer 2017	Issuance of BSCE registration forms during enrollment	150	425	5	5	5	5	5.00		
	Number of evaluation conducted and results submitted to OVPI	Evaluation Facilitator	Evaluation Facilitator	10	22	5	5	5	5	5.00		
	Number of copies reproduced in reproduction of instructional materials		Photocopying and printing/riso	300	550	5	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	5.00		
	PI 2. Additional Outputs/Best Practices											
						Total Points				39.00		
	Total Over-all Rating											59.00
	Average Rating											4.92
	Adjectival Rating											Outstanding

Received by:

Calibrated by:

Planning Officer

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

EDGARDO E. TULIN, Ph.D.

President

Date: _____

Approved:

Outstanding

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1, 2017 to June 30, 2017

Name of Staff: Dahlia R. Arpoceple 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	58 = 4.83				

Overall recommendation : _____


EPIFANIA G. LORETO
 Name of Head