



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: PEARL P. VISTAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Pearl P. Vistal
PEARL P. VISTAL
Name of Staff

Reviewed by:

Lorina A. Galvez
LORINA A. GALVEZ
Department Head

Recommending Approval:


Victor B. Asio
VICTOR B. ASIO
College Dean


Approved:


Daniel Leslie Tan
DANIEL LESLIE TAN
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Pearl P. Vistal, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2021


PEARL P. VISTAL
Ratee

Approved: 
LORINA A. GALVEZ
Head of Unit


VICTOR B. ASIO
Dean, CAFS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Annual Target	Actual Accomplishment (Jul-Dec.)	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets encoded and Printed	Encode and print	Encode and print gradesheet for Submission to Graduate School	10	3 (29)	5	5	4	4.67	
	Number of Learning Guide printed and typesetted	Printing and Typesetting	Print and typeset Learning Guides of Faculty for final packaging	5	8					None in this period
	Number of course syllabus printed typesetted and reformatted	Encoding, typesetting and Printing	Encode, typeset and Print course syllabus for submission		16 (13)	5	5	4	4.67	for COPC compliance
	Number of Tables of Specifications, printed and submitted	Printing, submitting	Print Table of Specifications for submission		10 (11)	5	5	4	4.67	first semester subjects
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	no complaint	no complaint	5	5	5	5.00	

Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	5	35 (90)	5	5	4	4.67	Registration forms (1st semester enrollment), Readmission, nomination of GAC, Request for changing degree programs, revised plan of course work, Application for Graduation, Approval of Thesis Outline, Application for Leave of Absence, Dropping of subjects
Secretariat Works										
	Number of faculty workload for 1st Semester SY 2021-20221 prepared and submitted	Encode and print	Encode and submit faculty workload for 1st Sem. SY 2021-2022	5	10 (9)	5	5	4	4.67	8 regular faculty and 1 parttimers
	Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submits accomplishment reports for submission	25	18 (32)	5	5	4	4.67	accomplishment report of faculty and staff, Annual Report, Work from Home Accomplishment Report, parttimer accomplishment report
	Number of Student Completion of Grades facilitated and recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitates, records, submits and files students completion of grades	5	6 (27)	5	5	4	4.67	
	Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	50	78 (37)	5	5	4	4.67	Outgoing communications (July-Dec. 2021)
	Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	90	108 (239)	5	5	4	4.67	Outgoing and incoming documents (jan-June 2021)
	Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	15	12 (13)	5	5	4	4.67	1 OPCR, 8 faculty, 3 Admin., OPCR Monitoring
	1.Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	5	12 (5)	5	5	4	4.67	Repair and Maintenance Requests

2. Number of Standard government forms	Preparation and submission of standard government forms	Prepares and submits standard government forms	50	38 (76)	5	5	4	4.67	DTR's (July-December 2021), Application for Leave
3. Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	5	16 (6)	5	5	4	4.67	Laboratory Share, General Fund, Research and Extension Projects
4. Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	15	10 (24)	5	5	4	4.67	4 Job orders (July-December 2021)
5. Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	5	3 (3)	5	5	4	4.67	Bills Laboratory Analysis
7. Number of DFST documents consolidated/filed	Consolidating/filing	Consolidates and files documents	50	120 (70)	5	5	4	4.67	RQAT docs, incoming and outgoing documents filed
	Does task assigned as member of the committee	Does task assigned as member of the committee	1	2	5	5	4	4.67	Deputy Document Record Controller, AACCUP Area Committee
Other Services									
Total Over-all Rating								84.39	

Ill rating divided by 4)	4.69
Additional Points	
with copy of approval)	
FINAL RATING	4.69
JECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

1. Improve filing documents for easy retrieval
2. Attend training on 5's

Evaluated and Rated by:

LORINA A. GALVEZ

Head, DFST

Date: March 3, 2022

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: 3/11/22

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

Name of Staff: PEARL P. VISTAL

Position: Admin. 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		59				

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		NA				
Average Score		59				

Overall recommendation : More organization of office documents is needed and maintain a clean and well-arranged office


LORINA A. GALVEZ
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL

Performance Rating : Outstanding

Aim: To improve competence of the staff member.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2021

Target Date: September 2021

First Step:

Required to continue improving the filing of documents

Result:

Ms. Vistal started to organize her filing of documents making sure color coded and with labels for easy retrieval.

Date: October 2021

Target Date: December 2021

Next Step:

Outcome:

Ms. Vistal has improved the filing of documents for easy retrieval.

Final Step/Recommendation:

Find a training for 5S.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


PEARL P. VISTAL
Ratee