

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	4.84	4.84 x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Dahlia R. Arpoceple
Name of Staff

Reviewed by:

E. Loreto
EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:

Remberto A. Patindol
PMT

Approved:

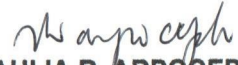
Edgardo E. Tulin
President



Visayas State University
COLLEGE OF ENGINEERING
Department of Civil Engineering
VSU, Baybay City 6521, Leyte, Philippines

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 July 1, 2016 to December 31, 2016.


DAHLIA R. ARPOCEPLE
Ratee

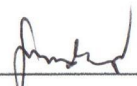

EPIFANIA G. LORETO
Head

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	2	2	5	5	4	4.67	
	Number of BSCE students given certificates		Encoding and printing	Preparation of certificates for honor students and certificates for tree planting	10	7	5	5	4	4.67	
	Number of related students activities attended		1. BSCE Orientation program 2. CoE Week Opening	Attended	1	2	5	5	4	4.67	

	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1. HIV in the Workplace Seminar 2. Procurement Planning Workshop 3. Procurement Act Orientation 4. Gender Sensitivity Training and Anti- Sexual Harassment Orientation	Participant	1	4	5	5	4	4.67	
						Total points			18.67	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services									
	PI7. Number of office and laboratory equipment purchased	2 Computer units; 1 Laptop; 1 LCD Projector; 1 Epson L220 Printer; 5 office chairs; 1 set Power Drill with bits; 1 Orbital Sander; 4 pcs. Graduated Cylinder, 1000 ml.; 4 pcs. Graduated Cylinder, 500 ml.; 4 pcs. Beaker, 600 ml.; 1 Stand Fan	PR preparation	2	25	5	5	5	5.00	
	PI 9. Additional Outputs									
	Preparation and issuance of documents									
	Number of documents prepared and submitted on time	Faculty Workload, Actual Teaching Load, Reimbursement , Purchase Requests, PPMP, Payroll	Preparation, encoding and submission	4	6	5	5	4	4.67	
	Number of Incoming and Outgoing documents recorded & released		Recording	100	113	5	5	4	4.67	

	Number of students served (2nd sem. & summer)		Issuance of grades after each semester	150	317	5	5	5	5.00	
	Number of Registration Permit Issued		Issuance of BSCE registration forms during enrollment	150	253	5	5	5	5.00	
	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period		Evaluation Facilitator	20	18	5	5	4	4.67	
	Number of copies reproduced in reproduction of instructional materials		Photocopying and printing/riso	500	568	5	5	5	5.00	
	Number of hours spent in preparation for AACCUP Preliminary Survey Visit	Data gathering, encoding and printing	Compilation of pertinent documents in AREA 1 to IV ready for AACCUP survey visit.	18	48	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	5.00	
	PI 2. Additional Outputs/Best Practices									
	Number of hours devoted for computer maintenance	Computer maintenance	Maintenance of the 25 computer units in EB 103 computer laboratory	10	24	5	5	5	5.00	
	Number of engineering students served in AutoCAD software installation	AutoCAD software installation	Installation of AutoCAD software to engineering students	5	23	5	5	5	5.00	
						Total Points			54.00	
Total Over-all Rating						72.67				
Average Rating						4.84				
Adjectival Rating						Outstanding				

Received by:



Planning Officer

Date: _____


Calibrated by:



Chairman, PMT

Date: _____

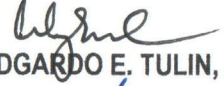
Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

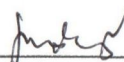
President

Date: _____

Average Rating (Total Over-all rating divided by 6)		4.84
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.84
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Received by:




Planning Office

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Instruction

Approved by:

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to December 31, 2016

Name of Staff: Dahlia R. Arpoceple Position: Administrative Aide III

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	58				
Average Score	4.83				

Overall recommendation : _____


EPIFANIA G. LORETO
 Name of Head