



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SHERYL M. SUYOM**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 5.0 | 70% | 3.5 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.66 | 30% | 1.398 |
| TOTAL NUMERICAL RATING | | | 4.898 |

TOTAL NUMERICAL RATING: 4.898


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.898

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


SHERYL M. SUYOM
Name of Staff

Reviewed by:


ELVIRA L. OCLARIT
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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FM-PRO-13

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No. 247

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHERYL M. SUYOM, of the DEPARTMENT OF PEST MANAGEMENT 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 to December, 2021.


SHERYL M. SUYOM
 Ratee

Approved: 
ELVIRA L. OCLARIT
 Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------------|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Administrative Support Services | # of course materials typed | Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines and examinations. | 200* | 153 | 5 | 5 | 5 | 5.0 | |
| | # of DTR prepared, checked, countersigned and recorded | Prepared /checked/distributed Daily Time Record for Administrative staff, typed regular faculty monthly | 40* | 97 | 5 | 5 | 5 | 5.0 | |
| | # of Travel Order, Application for Leave prepared/checked/recorded | Prepared Travel Orders (TOs), Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form) | 10* | 27 | 5 | 5 | 5 | 5.0 | |
| | # of copies of memos of meetings, webinars..etc printed/routed for faculty and staff | printed and distributed memos of the meetings/webinars for faculty and staff. | 30* | 35 | 5 | 5 | 5 | 5.0 | |
| | # of documents prepared and Processed | Typed/printed Appts, PR, RAIS, Vouchers, PPMP, OIC, Teaching Perf. Eval. forms for Faculty and IPCR. | 15* | 30 | 5 | 5 | 5 | 5.0 | |
| | # of documents photocopied, sorted and filed | Sorted and filed incoming/outgoing communications, reports and memoranda. | 150* | 200+ | 5 | 5 | 5 | 5.0 | |

| | | | | | | | | | |
|---|--|---|-----|------|---|---|---|-----|--|
| | # of IM's typeset | Typeset IM's | 1* | 2 | 5 | 5 | 5 | 5.0 | |
| | # of Document's controlled | Controlled documents | - | 200+ | 5 | 5 | 5 | 5.0 | |
| | # of Quality Record Matrix | Encoded QRM | - | 2 | 5 | 5 | 5 | 5.0 | |
| Efficient and Customer Friendly Frontline Service | Zero percent complaint from client served. | Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc. | 80% | 100% | 5 | 5 | 5 | 5.0 | |
| | | - | | | | | | | |
| Total Over-all Rating | | | | | | | | 100 | |

* the rest of the targets are already accomplished on January to June, 2021 rating period

| | | |
|---|----|-------------|
| Average Rating (Total Over-all rating divided by 4) | | 5.0 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | XX | |
| FINAL RATING | | 5.0 |
| ADJECTIVAL RATING | | OUTSTANDING |

Attend seminars training to be more efficient in record management

Evaluated & Rated by:

Elvira L. Oclarit
ELVIRA L. OCLARIT
Dept/Unit Head

Recommending Approval:

Victor B. Asio
VICTOR B. ASIO
Dean/Director

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

Date: *1/26/22*

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER, 2021

Name of Staff: SHERYL M. SUYOM Position: ADMIN 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 | | 56 | | | | |

| 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 | | 4.66 | | | | |

Overall recommendation : _____

Ewira L. Oclari
 EWIRA L. OCLARI

Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheryl M. Suyom

Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____

Target Date: _____

First Step:

Result:

Date: _____

Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

Attend trainings/seminars for increased efficiency of
record management

Prepared by:


ELVIRA L. OCLARIT
Unit Head

Conforme:


SHERYL M. SUYOM
Name of Ratee Faculty/Staff