

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

Name of Administrative Staff: Heide S. Lasquites

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.69</b>

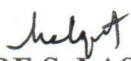
TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**HEIDE S. LASQUITES**  
Name of Staff


Reviewed by:

  
**EDITHA G. CAGASAN**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President *jsa*



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Heide S. Lasquites, of the Office of Graduate School 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, 2016

HEIDE S. LASQUITES  
Ratee

Approved: EDITHA G. CAGASAN  
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
MFO 1: Advanced Education Services	No. of graduate faculty appointments prepared/monitored/renewed	Monitored expiry date of appt. of grad faculty and prepared renewal of their appointment	10	20	5	5	5	5.0	
	Tentative Schedule of Graduate Courses offering prepared	Prepared tentative list of graduate courses offering for first, SY 2015-2016	5 days b4 enrollment	5 days b4 enrollment	5	5	4	4.66	
	Summary of enrollment by Degree program s and major fields prepared	Prepared summary of enrollment by degree programs and major fields	3 weeks after enrollment	3 weeks after enrollment	4	4	4	4.0	
	Tentative and final list of candidates for graduation prepared and submitted	Prepared tentative/final list of candidates for graduation for AC/BOR approval	2 days b4 deadline	3 days b4 deadline	5	5	5	5.0	
	No. of grad students evaluated for honors	Evaluated grades of grad students	12	30	5	5	4	4.66	
2. Percentage of graduates in mandated or priority programs.	No. of graduate school co-curricular activities facilitated	Facilitated graduate students meetings and other activities	1	3	5	5	4	4.66	
3. Percentage of graduates who finished the academic program within the prescribed time frame.	No. of graduate school meetings facilitated	Assisted/facilitated graduate faculty, graduate school council meetings	1	3	5	5	4	4.66	
4. Percentage of students who rate timeliness of education delivery/supervision as good or better.	No. of registration forms prepared and released to students	Prepared registration forms for enrollment	200	400	5	5	5	5.0	
	No. of Graduate Advisory (GAC) nominations and change in composition reviewed and endorsed to Dean	Reviewed/endorsed GAC nomination for Dean's action	10	15	5	5	5	5.0	
5. Percentage of students in priority programs awarded financial aid.	No. of Plan of Course Work (PCW) reviewed and endorsed to Dean	Reviewed/endorsed PCW for Dean's action	30	90	5	5	4	4.66	



6. Percentage of students awarded financial aid who completed their degrees.	No. of application for admissions received and forwarded to Dept. for evaluation	Computed GPAs of applicants seeking for admission	10	15	5	5	4	4.66	
	No. of letter of admissions prepared	Prepared letter of admission for enrollment	10	12	5	5	4	4.66	
	No. of students assessed for payment of school fees	Assessed bills of graduate students	200	373	5	4	5	4.66	
	No. of application for examination (Qualifying, comprehensive and final examinations evaluated and endorsed to Dean for action	Reviewed application for examination (qualifying, comprehensive and final) for Dean's action	5	7	5	5	5	5.0	
	No. of graduate students observed during final examination	Served as observer during the final exam of grad students	3	5	5	4	4	4.33	
	No. of students changed their admission status from probationary to regular	Monitored admission status of graduate students	10	20	5	4	4	4.33	
	No. of students filed Leave of Absence	Advised graduate students to file Leave of Absence when they will not enroll the following semester	5	10	5	5	4	4.66	
	No. of students applied for readmission	Required graduate students to apply for readmission after they filed Leave of Absence	3	10	5	5	5	5.0	
	No. of students changed their degree programs/major/minor fields of specialization	Assisted and advised grad students who wish to change their degree program/major and minor fields	5	7	5	4	5	4.66	
	No. of CHED scholars monitored/facilitated per semester	Facilitated the enrollment, monitored the status, kept the records and organized and facilitated orientation of all CHED scholars in the DHEI and handled all grantee concerns regarding the program and submitted report to CHED at the end of the semester	15	26	5	5	5	5.0	
Percentage of programs accredited Level 1-4.	No. of Departments I given data for AACUP accreditation and for OPCR	Provided data needed for AACUP accreditation and for OPCR	3	10	5	4	4	4.33	



Administrative Support Services	No. of request received and acted on time	Acted on clients requests	4	10	5	5	4	4.66	
	No. of Faculty evaluated on their Teaching Performance	Evaluated Teaching Performance of Faculty	20	35	5	5	5	5.0	
Efficient and customer-friendly frontline services	Zero percent complaint served	Served clients with courtesy and friendly service	0 complaint	0 complaint	4	5	5	4.66	
Total over-all Rating								112.91	

4)	Average Rating (Total Over-all rating divided by	4.70
	Additional Points:	
	Punctuality	
	Approved Additional points (with copy of approval)	
	FINAL RATING	
	ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Received by:

  
MIRIAM M. DELA TORRE  
 Planning Office

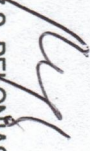
Date: \_\_\_\_\_

Calibrated by:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

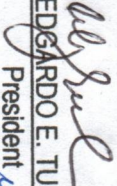
Date: \_\_\_\_\_

Recommending Approval:

  
BEATRIZ S. BELONIAS  
 Vice President

Date: \_\_\_\_\_

Approved by:

  
EDGARDO E. TULIN  
 President

Date: \_\_\_\_\_

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016

Name of Staff: HEIDE S. LASQUITES

Position: ERA 1

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		4.67				

Overall recommendation : \_\_\_\_\_

  
EDITHA G. CAGASAN  
Name of Head