



**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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**PEARL P. VISTAL**  
Name of Staff

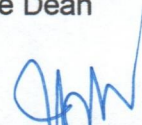
Reviewed by:

  
**LYNETTE C. CIMAFRANCA**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PEARL P. VISTAL of the Department of Food Science and Technology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2022.

  
PEARL P. VISTAL  
Ratee

Approved:

  
LYNETTE C. CIMAFRANCA  
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (January- June 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Advance and Higher Education Services									
	Number of Grade sheets Printed	Print gradesheet for Submission to Graduate School	5	12	5	4	4	4.33	
	Number of course syllabus printed and reformatted	Encode, typeset and Print course syllabus for submission	4	4	5	4	4	4.33	
	Number of Tables of Specifications, printed and submitted	Print Table of Specifications for submission	2	17	5	4	4	4.33	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontline services	0% complaint	Zero complaint	5	5	5	5.00	
Student Services	Number of documents requested by students served	Prepared and facilitated documents for approval	40	65	5	4	4	4.33	Thesis Approval Sheets, Internal Clearance, University Clearance, etc.
Secretariat Works	Number of faculty workload for 2 <sup>nd</sup> Semester SY 2021-2022 & 1 <sup>st</sup> Semester 2022-2023 prepared and submitted	Encode and submit faculty workload for 2 <sup>nd</sup> Sem. SY 2021-2022 & 1 <sup>st</sup> Sem 2022-2023	16	10	4	4	4	4.00	2 <sup>nd</sup> Sem. SY 2021-2022 (10 faculty members)



	Number of accomplishment reports encoded facilitated and submitted	Encoded and submits accomplishment reports for submission	10	3	5	5	4	4.67	Research & Extension
	Number of Student Completion of Grades facilitated and recorded	Facilitates, records, submits and files students' completion of grades	70	83	5	5	4	4.67	
	Number of Outgoing communications prepared	Encodes and prints outgoing communications	90	99	5	5	4	4.67	
	Number of Incoming and Outgoing documents documented & released thru HRIS	Documented Incoming and outgoing documents thru HRIS	600	139	5	5	4	4.67	
	Number of Incoming and Outgoing documents recorded in the logbook	Logged Incoming and outgoing documents	600	139	5	5	4	4.67	
	Number of OPCR, IPCR, prepared, reproduced and submitted	Encodes, prepares, reproduces and submits IPCR and OPCR	20	14	5	5	4	4.67	OPCR Target, OPCR Accomplishments, IPCR Target, IPCR Accomplishments
	1. Job Requests Preparation	Prepares and Submits Job Requests to Concerned Units	20	10	5	5	4	4.67	
	2. Number of Standard government forms	Prepares and submits standard government forms	100	72	5	5	4	4.67	Monthly DTRs of Faculty & Staff
	3. Number of Purchase Requests, PPMPs prepared and submitted	Prepares and Submits PRs and PPMPs	10	10	5	5	4	4.67	General Fund, Laboratory share
	4. Number of Payrolls prepared	Prepare and submits Payrolls of JO	60	36	5	5	4	4.67	Monthly payroll of RA's
	5. Number of Financial documents prepared and submitted	Prepare and submits financial documents	15	5	5	5	4	4.67	Cash Advances, Travel Reimbursements

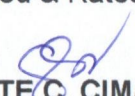
	7. Number of DFST documents consolidated/filed	Consolidates and files documents	50	100	5	5	4	4.67	
		Does task assigned as member of the committee	90%	50%	5	5	4	4.67	AACCUP (Area Member), FVC Working Comm.
<b>General Administration and Support Services (GASS)</b>									
	Efficient and customer friendly frontline service	Customer assistance	90%	90%	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>92.03</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.60</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.60</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

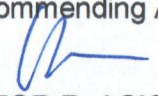
Attend training on database management.

Evaluated & Rated by:

  
**LYNETTE C. CIMAFRANCA**  
Dept/Unit Head

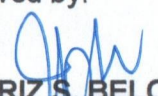
Date: \_\_\_\_\_

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President

Date: 8-5-2022





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2022

Name of Staff: PEARL P. VISTAL

Position: Administrative 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		600				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		50				

Overall recommendation

: provide Ms. Vistal the opportunity for growth

LYNETTE C. CIMA FRANCA

Printed Name and Signature  
Head of Office

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
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 his work which is easily accessible 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 clients	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

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.



### EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL

Performance Rating : Outstanding

Aim: To further enhance competence of the staff member.

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

Date: January 2022

Target Date: June 2022

First Step:

Attend training on effective filing management

Result:

Acquire skills on proper and effective filing management

Date: July 2022

Target Date: December 2022

Next Step:

Train on database management.


Outcome:

Acquire skills on effective data management

Final Step/Recommendation:

For the administration to provide budget for trainings on filing and data management for office staffs.

Prepared by:

  
LYNETTE C. CIMAFRANCA  
Unit Head

Conforme:

  
PEARL P. VISTAL  
Ratee