



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **THELMA P. APAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

THELMA P. APAS
Name of Staff

Reviewed by:

JACOB GLENN F. JANSALIN
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean/Director


Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. THELMA P. APAS**, of the Department of Pure & Applied Chemistry commit 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 2020.


THELMA P. APAS
Ratee

Approved: 
JACOB GLENN F. JANSALIN
Head of Unit


CANDELARIO L. CALIBO
Dean, CAS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets encoded and Printed	Encode and print		50%	80%	4	5	4	4.33	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	100% no complaint		5	5	5	5.00	
Student Services	Documents requested by students served on time									
Secretariat Works	Prepared, encode and compiles documents for ISO	Preparation, compilation and submission of documents to QAC	Facilitates submission and compilation of documents for ISO	50%	80%	4	5	4	4.33	
	Number of communications prepared, encoded and printed	Encode and print	Encoded and facilitated submission of documents	100	98 (98/100) 98%	5	5	5	5.00	

	Number of drafts and finalize for projected workload for 1st and 2nd sem. 2020-2021	Encode and print	Encoded and finalize projected workload for 1st sem and 2nd sem	5	3 (3/5) 60%	5	5	4	4.66	
	Number of accomplishment reports prepared and submitted	Encode and print	Encoded and submitted accomplishment reports for submission	25	44 (44/25) 80%	5	5	4	4.66	
	Number of Report Student Completion Grades recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitated, recorded, submitted and filed students completion of grades	5	9 (9/5) 180%	5	5	5	5.00	
	Number of Incoming and Outgoing documents recorded & released	Recording	Recorded Incoming and outgoing documents	120	190 (190/120) 158%	5	5	5	5.00	
	Number of OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Preparation and submission of documents	Encoded, prepared, reproduced and submitted IPCR, OPCR, PPMP & PR	15	23 (23/15) 153%	5	5	4	4.66	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared and submitted outgoing documents							
	1. Job Requests Preparation	Preparation and Submission of Job Requests	Prepared and Submitted Job Requests to Concerned Units	5	11 (11/5) 220%	5	5	5	5.00	
	2. Pre-Travel Cash Advances and Liquidation of travel expenses	Preparation of pre-travel cash advances and liquidation/reimbursements of travel expenses	Prepared and submitted pre-travel cash advances and liquidation/reimbursements of actual travel expenses	1	3 (2/1) 200%	5	5	5	5.00	
	3. Projected faculty workload for the succeeding semester	Preparation of Projected Workload	Prepared projected faculty workload	1	2 (2/1) 200%	5	5	5	5.00	2 semesters (1st Sem 2020-2021 & 2nd Sem 2020-2021)

Average Rating (Total Over-all rating divided by 4)	4.75
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

Undergo MS Office Suite Training

Evaluated and Rated by:

[Signature]
JACOB GLENN F. JANSALIN

Head, Dopac

Date: _____

Recommending Approval:

[Signature]
CANDELARIO L. CALIBO

College Dean

Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS

VP for Instruction

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY –JUNE 2020

Name of Staff: THELMA P. APAS Position: ADM. AIDE VI

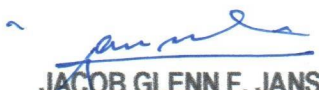
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
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					

Overall recommendation : Must train in the use of Microsoft Office Suite.


JACOB GLENN F. JANSALIN
 Printed Name and Signature
 Head of Office