

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July - December 2016)

Name of Administrative Staff: Rhea Jenny A. Ogalesco

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.51	70%	3.16
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: 4.46

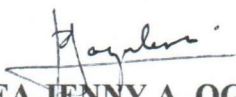
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: Very Satisfactory

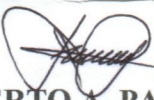
Prepared by:

Reviewed by:

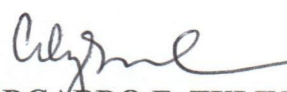


RHEA JENNY A. OGALESCO
Name of Staff


EDITHA G. CAGASAN
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

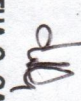
Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA JENNY A. OGALESCO, 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 August to December, 2016.


RHEA JENNY A. OGALESCO
 Ratee


 Approved: EDITHA G. CAGASAN
 Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment as	Rating				Remarks
						Quality	Efficiency	Timeliness	Ave	
UMFO 1. Advance Education Services										
ODGS MFO 1. Graduate Degree Program Management Services										
	PI 1. No. of Graduate School publications released/published and distributed		1. Edited and laid-out articles for the GradNews Line Vol. 3, No. 2 2015 2. Distributed copies of the Graduate Student Guidebook to different academic departments, colleges, students and other interested individuals 3. Reproduced and laid-out OGS Information Bulletin	1 50 copies 1 issue	1 50 1	5 4 5	5 4 4	4 4 5	4.67 4.00 4.67	For printing and distribution For printing and distribution
UMFO 4. Extension Services										
	PI1. Number of extension activities assisted/conducted		Facilitated and documented Graduate Students Orientation, Consultation and Induction of Officers	1	1	4	4	5	4.33	
	PI2. Number of tarpaulins, certificates, programs, IDs and other printed materials laid-out and produced/used as needed		Conceptualized, laid out and printed tarpaulins, certificates, programs, IDs and other printed materials	10	10	5	5	5	5.00	
UMFO 6. General Administration and Support Services (GASS)										
ODGS MFO 1. Administrative and Facilitative Services										
	PI1. Number of minutes prepared from Graduate Faculty Meetings and other logistics during GS orientation, trainings and seminars conducted and/or participated		Prepared minutes of the Graduate Faculty meetings, attendance sheets, and other logistics during GS orientation, trainings and seminars	1	1	4	4	5	4.33	

	PI3. Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	Responded to queries and provided necessary/requested documents to students, faculty and other clients	10	15	4	4	4	4	4.00	
	PI4. Number of OGS Communication drafted and circulated on time	Prepared office communication to be signed by the Dean of Graduate School	1	1	4	4	4	4	4.00	
	PI7. Number of TOR evaluated for admission of students	Computed grades of students based on their submitted TORs	15	20	5	5	5	5	5.00	
Other tasked performed as requested	PI8. Number of requests from other units and/or university requests acted on-time	Served upon request as member of a working committee on various university-related activities	Upon request	1	5	5	4	4	4.67	
ODGS MFO 2. Frontline Services										
	PI 1. Efficient and customer friendly frontline service	Served clients with courtesy and friendly	Zero percent complaint from client served	Zero percent complaint	5	5	5	5	5.00	
Total Over-all Rating									49.67	


Average Rating (Total Over-all rating divided by 11)	4.51	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.51	
ADJECTIVAL RATING	Very satisfactory	

Received by:

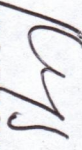
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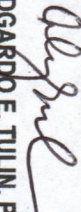
Recommending Approval:

Approved by:


MIRIAM M. DELA TORRE
 Planning Office


REMBERTO A. PATINDOL, PhD
 Chairman, PMT


BEATRIZ S. BELONIAS, Ph.D
 Vice President for Instruction


EDGARDO E. TULUN, Ph.D
 President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016


Name of Staff: RHEA JENNY A. OGALESCOPosition: 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		52				
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		4.33				

Overall recommendation : _____


EDITHA G. CAGASAN
 Name of Head