



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	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78


Add: Additional Approved Points, if any: 4.78

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


PEARL P. VISTAL
Name of Staff


Reviewed by:


LYNETTE C. CIMAFRANCA
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

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 **July to December, 2023**.

PEARL P. VISTAL

Ratee

Date: Feb. 6, 2024

Approved:

LYNETTE C. CIMA FRANCA

Department Head

Date: Feb. 7, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance and Higher Education Services									
	Number of Grade sheets Printed	Facilitate submission of gradesheet to Graduate School & OUR	10	15+27=42	5	5	5	5.00	
	Number of course syllabus printed and reformatted	Encode, typeset and Print course syllabus for submission	3	3+2=5	5	5	4	4.67	
	Number of Tables of Specifications, printed and submitted	Print Table of Specifications for submission	2	2+10=12	5	5	5	5.00	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontline services	0% complaint	0% complaint	5	5	5	5.00	
Student Services	Number of documents requested by students served	Prepared and facilitated documents for approval	50	40+ 30=70	5	5	4	4.67	Thesis Approval Sheets, Internal Clearance, University Clearance, etc.
Secretariat Works	Number of individual faculty workload prepared and submitted	Encode and submit faculty workload	20	10+7	4	5	5	4.67	2 nd Sem SY 2022-2023, 1 st Sem SY 2023-2024
	Number of actual faculty workload	Encode and submit faculty workload	2	3+1	4	5	5	4.67	2 nd Sem SY 2022-2023, 1 st

	prepared and submitted								Sem SY 2023-2024
	Number of accomplishment reports encoded facilitated and submitted	Encoded and submits accomplishment reports for submission	10	$12+30=42$	5	5	4	4.67	Accomplishment reports submitted by Job Order
	Number of Student Completion of Grades facilitated and recorded	Facilitates, records, submits and files students' completion of grades	50	$134+27=161$	5	5	4	4.67	
	Number of Outgoing communications prepared	Encodes and prints outgoing communications	150	$120+79=199$	5	5	4	4.67	
	Number of Incoming and Outgoing documents documented & released thru HRIS	Documented Incoming and outgoing documents thru HRIS	600	$840+79=919$	4	4	4	4.00	
	Number of OPCR, IPCR, prepared, reproduced and submitted	Encodes, prepares, reproduces and submits IPCR and OPCR	20	$12+10=22$	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	25	$15+7=22$	5	5	4	4.67	
	2. Number of Standard government forms	Prepares and submits standard government forms	100	$66+60=126$	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	30	$15+13=28$	5	5	4	4.67	General Fund, Laboratory share, Requested funds
	4. Number of Payrolls prepared	Prepare and submits Payrolls of JO	60	$36+48=84$	5	5	5	5.00	Monthly payroll of RA's
	5. Number of Financial documents prepared and submitted	Prepare and submits financial documents	15	$10+6=16$	5	5	4	4.67	Cash Advances, Travel Reimbursements, GF, TF, Research

									& Extension Funds
	7. Number of DFST documents consolidated/filed	Consolidates and files documents	100	65+50=115	5	5	4	4.67	
		Does task assigned as member of the committee	90%	90%	5	5	5	5.00	AACCUP (Area Member), FVC Working Comm.
	8. Serves as Department Document & Records Controller	Number of ISO Related workshop, training, & meeting attended	5	2+1=3	4	4	4	4.00	
		Number of Procedure Manual procured at ODQA	5	5+2 = 7	5	5	4	4.67	
		Number of ISO Audit attended as dDRC	2	1+1=2	5	5	5	5.00	Internal Audit in Sept 2023
	Efficient and customer friendly frontline service	Customer assistance	90%	90%	5	5	5	5.00	
Total Over-all Rating								108.38	

Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Encourage to attend training on database management

Evaluated & Rated by:

LYNETTE C. CIMA FRANCA
Dept/Unit Head

Date: 02/7/2024

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Date: Feb 8, 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 02/12/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2023**

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		59				

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		59				
Average Score		4.92				
Overall recommendation :						


LYNETTE C. CIMAFRANCA
 Printed Name and Signature
 Head, DFST

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 2023

Target Date: June 2023

First Step:

Attend training on effective filing management

Result:

Acquire skills on proper and effective filing management

Date: July 2023

Target Date: December 2023

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