



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: PEARL P. VISTAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>

TOTAL NUMERICAL RATING: 4.90

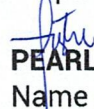
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.90


FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**PEARL P. VISTAL**  
Name of Staff

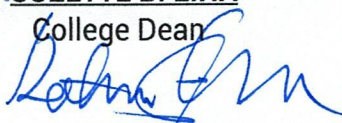
Reviewed by:

  
**LYNETTE C. GIMAFRANCA**  
Department/Office Head

Recommending Approval:

  
**SUZETTE B. LINA**  
College Dean

Approved:


  
**ROTACIO S. GRAVOSO**  
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 2024**.

Approved:

  
**PEARL P. VISTAL**  
Ratee  
*July 30, 2024*

  
**LYNETTE C. GIMAFRANCA**  
Department Head  
*July 30, 2024*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	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 Registration Forms	Print Registration Forms of validated enrolment of MSFST students		6	5	5	4	4.67	2 <sup>nd</sup> Sem SY 2023-2024 students
	Number of Grade sheets Printed	Print gradesheet for Submission to Graduate School	10	1	5	5	5	5.00	FTEC242
	Number of course syllabus printed and reformatted	Encode, typeset and Print course syllabus for submission	3						
	Number of Tables of Specifications, printed and submitted	Print Table of Specifications for submission	2	1	5	5	5	5	FTEC 296
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	90	5	5	5	5.00	Approval Sheets, (Outline and Manuscripts), Routing Slip, Research Transmittal, OJT Transmittal, Permit to use the facilities,



									completion of grades, clearance
Secretariat Works	Number of individual faculty workload prepared and submitted	Encode and submit faculty workload	20	9	5	5	5	5.00	2 <sup>nd</sup> Sem SY 2023-2024  EBCayetano, ICEmnace, LAGalvez, LCCimafranca, JBCerna, ICPMesias, JAMAbuto, LMValdevieso, RDLauzon
	Number of actual faculty workload prepared and submitted	Encode and submit faculty workload	2	1	5	5	5	5.00	2 <sup>nd</sup> Sem SY 2023-2024
	Number of accomplishment reports facilitated and submitted	Encoded and submits accomplishment reports for submission	10	42	5	5	4	4.67	Monthly Accomplishments of the ff: LCCimafranca, KSedoripa, AVillafuerte, LEdaño,, CDawat, KURbano, PRSison
	Number of Student Completion of Grades facilitated and recorded	Facilitates, records, submits and files students' completion of grades	50	69	5	5	5	5.00	
	Number of Outgoing communications prepared	Encodes, prints outgoing communications	150	109	5	5	4	4.67	
	Number of Incoming and Outgoing documents documented & released thru HRIS	Documented Incoming and outgoing documents thru HRIS	600	516	5	5	5	5.00	
	Number of OPCR, IPCR, prepared, reproduced and submitted	Encodes, prepares, reproduces and submits IPCR and OPCR	20	11	5	5	5	5.00	IPCR Targets of Faculty & Staff (Jan-Dec 2024) &

									OPCR Target (Jan-June 2024)
	1. Job Requests Preparation	Prepares and Submits Job Requests to Concerned Units	25	13	5	5	4	4.67	
	2. Number of Standard government forms	Prepares and submits standard government forms	100	70	5	5	5	5.00	(10) DTRs, (10) SALN
	3. Number of Purchase Requests, PPMPs prepared and submitted	Prepares and Submits PRs and PPMPs	30	9	5	5	4	4.67	
	4. Number of Payrolls prepared	Prepare and submits Payrolls of JO	60	36	5	5	5	5	Sison, Edaño, Urbano, Sedoripa, Dawat, Villafuerte (Jan-June)
	5. Number of Financial documents prepared and submitted	Prepare and submits financial documents	15	23	5	5	4	4.67	Reimbursements of travel, Liquidation of travel of faculty, Cash Advance of faculty's travel
	7. Number of DFST documents consolidated/filed	Consolidates and files documents	100	230	5	5	4	4.67	
		Does task assigned as member of the committee	90%	90%	5	5	5	5.00	
	8. Serves as Department Document & Records Controller	Number of ISO Related workshop, training, & meeting attended	1	1	5	5	5	5.00	CAFS DDRC's meeting
		Number of ISO Audit attended as dDRC	2						
	Efficient and customer friendly frontline service	Customer assistance	90%	90%					
<b>Total Over-all Rating</b>								<b>102.69</b>	



Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

Acquire skills on effective data management

Evaluated & Rated by:

  
**LYNETTE C. CIMAFRANCA**

Dept/Unit Head

Date: July 30, 2024


Recommending Approval:

  
**SUZETTE B. LINA**

Dean/Director

Date: July 30, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: Aug. 1, 2024

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Advanced & Higher Education Services								
PI 1. Instruction	Teaching	All Faculty	January – June 2024	√	√	√	√	Teach the following subjects: <i>2<sup>nd</sup> Sem. SY 2023-2024:</i>  <i>Undergraduate subjects:</i> FTec 162, 197, 181, 142, 166, 199, 132, 150 124, 151, 152, 200, Chem 140  <i>Graduate Subjects:</i> FTEC242, 234, 221, 232, 296, 222, 300
	Prepared and submitted Table of Specifications	All Faculty	JANUARY – JUNE 2024		√		√	TOS for Midterm and final exam: <i>2<sup>nd</sup> Sem. FTec 162, 197, 166, 199, 132, 150 , 124, 151, 152</i>  <i>Graduate Subjects:</i> FTEC296
	Conducted Teaching Performance Evaluation by Supervisor for 2 <sup>nd</sup> Sem SY 2023-2024	Department Head	MARCH-MAY 2024		√	√		2 <sup>nd</sup> Sem SY 2023-2024: FTec 152 Conde, FTEC222 Patindol, FTec 166 Cimafranca, FTec 199 Cimafranca, FTec 151 Tan, FTec 124 Mesias, FTec 150 Galvez, FTec 132 Valdevieso, FTEC242 Cerna, FTec 142 Cerna, FTec 132 Emnace, FTec 162 Cayetano
	Reviewed/ Approved Thesis Outline/Manuscripts/Lab Exercises	All Faculty	JANUARY - JUNE 2024	√	√	√	√	• Reviews Thesis Outline • Reviews Manuscript (Thesis)



	Spent Hours for Students Consultations	All Faculty	JANUARY-JUNE 2024	√	√	√	√	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		LCCimafrancca	JANUARY-JUNE 2024	√	√	√	√	Entertained and spent hours for Students, Faculty and Staff Consultation as Department Head; including clients from outside institution
	Gives Assignments, Quizzes, Exams, etc.	All Faculty	JANUARY-JUNE 2024	√	√	√	√	Gives quizzes and long exams as agreed in the class
<b>RESEARCH AND EXTENSION</b>								
	Conducts research and extension	LCCimafrancca, LAGalvez, ICEmnace	January-December 2024	√	√	√	√	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte - A Follow - Up Project
		ICEmnace, EBCayetano	January - June 2024	√	√	√	√	Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas
		ICEmnace, JBCerna, LMValdevieso	January – December 2024	√	√	√	√	Formulation and Process Improvement and Establishing Process Schedule of Retorted Tableya-Flavored Soya Beverage
		LCCimafrancca, JAMabuto JBCerna	January - December 2024	√	√	√	√	Development of High Value Fish and Vegetable Products (Phase 1)
		ICEmnace RDLauzon EBCayetano	January-December 2024	√	√	√	√	Evaluation of Functional Properties and Structural Features of NSIC Cassava Varieties
	Organized/Facilitated and participated trainings and webinars	ALL FACULTY	January-December 2024	√	√	√	√	As resource persons, participant, presenter and facilitator
	Prepares training design, training	ALL FACULTY	January-December 2024	√	√	√	√	As organizer

	completion report and proceedings							
	Entertain clients for consultation	ALL FACULTY	January-December 2024	√	√	√	√	
<b>MFO 4. Administration Services</b>								
	Signs appointments, requests and other official documents	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
		EB Cayetano, JBCerna, , ICEmnace, LAGalvez, ICPMesias, JAMabuto LMValdevieso	January-December 2024	√	√	√	√	As members of the DFST Committees
	Attends meetings	All Faculty	January-December 2024	As scheduled				Department Meetings
		LCCimafranca	January-December 2024	As scheduled				Execom meetings as Dept. Head & as College Secretary
	Prepares minutes of meetings	LCCimafranca	January-December 2024	As scheduled				As college secretary
		EB Cayetano	January-December 2024	After the scheduled meetings				As Dept. Secretary
	Reviews communications, letters, requests and appointments	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
	Releases students forms, certifications, permits and other communications.	PPVISTAL	January-December 2024	√	√	√	√	As Dept. clerk/DDRC
	Delivers, processes and facilitates documents	PPVISTAL, HPMODINA	January-December 2024	√	√	√	√	Continuing Process, payroll for JO, job request etc.
	Files documents	PPVISTAL	January-December 2024	√	√	√	√	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communication	PPVISTAL	January-December 2024	√	√	√	√	Payrolls, Memos, MOA's, Letters and Appointments



	Prepares Annual report	PPVISTAL	January- December 2024	√	√	√	√	As DDRC
	Clean the rooms, offices and DFST Grounds	HPModina	January- December 2024	√	√	√	√	

Prepared by:

  
LYNETTE C. CIMAFRANCA  
 Department Head

## 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.

Date: January 2024

Target Date: December 2024

First Step:

Required to continue improving the filing of official documents.

Result:

Organized her documents with labels for easy retrieval.

Date: July 2024

Target Date: December 2024

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. GIMAFRANCA**  
Unit Head

Conforme:

  
**PEARL P. VISTAL**  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **January-June 2024**

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		59/60				

**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:**

Recommend Ms. Vidal to higher positions such as administrative officer position to maximize her competence in managing administrative matters and activities including supervisory functions.

*Qns 7/23/24*  
**LYNETTE C. CIMA FRANCA**  
 Immediate Supervisor