

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2018)

Name of Administrative Staff: Heide S. Lasquites

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.69	70%	3.28
6. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.33 (4.41)	30%	(1.32) 1.30
TOTAL NUMERICAL RATING			4.58 (4.60) w

TOTAL NUMERICAL RATING: 4.58 w

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.58 w

ADJECTIVAL RATING:

Prepared by:

Heide S. Lasquites
HEIDE S. LASQUITES
Name of Staff

Reviewed by:

Anabella B. Tulin
ANABELLA B. TULIN
Department/Office Head

Recommending Approval:

Anabella B. Tulin
ANABELLA B. TULIN
Dean/Director

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Heide S. Lasquites, of the Office 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 January to June, 2018

Heide S. Lasquites
Ratee

Approved:


Anabella B. Tulin
ANABELLA B. TULIN
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1: Advanced Education Services	No. of graduate faculty appointments prepared/monitored/renewed	Monitor expiry date of appt. of grad faculty and prepared renewal of their appointment	15	22	5	5	4	4.66	
1. Percentage of graduates who are employed in job related to their graduate programs within 6 months after graduation.	Tentative Schedule of Graduate Courses offering prepared	Prepare tentative list of graduate courses offering for first, SY 2015-2016	5 days b4 enrollment	7 days b4 enrollment	5	5	5	5.0	
	Summary of enrollment by Degree programs and major fields prepared	Prepare summary of enrollment by degree programs and major fields	3 weeks after enrollment	3 weeks after enrollment	5	5	4	4.66	
	Tentative and final list of candidates for graduation prepared and submitted	Prepare tentative/final list of candidates for graduation for AC/BOR approval	2 days b4 deadline	2 days b4 deadline	5	4	5	4.66	
	No. of grad students evaluated for honors	Evaluate grades of grad students and prepared list of honors	250	400	5	5	5	5.0	
2. Percentage of graduates in mandated or priority programs.	No. of graduate school co-curricular activities facilitated	Facilitate graduate students meetings and other activities	1	2	5	4	5	4.66	
3. Percentage of graduates who finished the academic program within the prescribed time frame.	No. of graduate school meetings facilitated	Assist/facilitate graduate faculty, graduate school council meetings	2	3	5	4	5	4.66	
4. Percentage of students who rate timeliness of education delivery/supervision as good or better.	No. of registration forms prepared and released to students	Prepare registration forms for enrollment	300	420	5	5	5	5.0	
	No. of Graduate Advisory (GAC) nominations and change in composition reviewed and endorsed to Dean	Review/endorse GAC nomination for Dean's action	30	40	5	4	5	4.66	
5. Percentage of students in priority programs awarded financial aid.	No. of Plan of Course Work (PCW) reviewed and endorsed to Dean	Review/endorse PCW for Dean's action	30	40	5	4	5	4.66	

6. Percentage of students awarded financial aid who completed their degrees.	No. of application for admissions received and forwarded to Dept. for evaluation	Compute GPAs of applicants seeking for admission	3	3	5	4	4	4.33	
	No. of students assessed for payment of school fees	Assess bills of graduate students	300	400	5	5	5	5.0	
	No. of application for examination (Qualifying, comprehensive and final examinations evaluated and endorsed to Dean for action	Review application for examination (qualifying, comprehensive and final) for Dean's action	50	104	5	5	5	5.0	
	No. of students changed their admission status from probationary to regular	Monitor admission status of graduate students	20	25	4	4	5	4.33	
	No. of students filed Leave of Absence	Advise graduate students to file Leave of Absence when they will not enroll the following semester	5	15	4	4	4	4.0	
	No. of students applied for readmission	Require graduate students to apply for readmission after they filed Leave of Absence	5	10	5	5	5	5.0	
	No. of students changed their degree programs/major/minor fields of specialization	Assist and advised grad students who wish to change their degree program/major and minor fields	10	15	5	4	5	4.66	
	No. of CHED scholars monitored/facilitated per semester	Facilitate the enrollment, monitor the status, keep the records and organized and facilitate orientation of all CHED scholars in the DHEI and handle all grantee concerns regarding the program and submit reports to CHED at the end of the semester	15	49	5	4	4	4.33	
Percentage of programs accredited Level 1-4.	No. of Departments t given data for AACCUP accreditation and for OPCR	Provide data needed for AACCUP accreditation and for OPCR	3	5	5	5	5	5.0	
Administrative Support Services	No. of Request received and acted on time	Act on clients requests	5	10	5	4	5	4.66	
	No. of Faculty evaluated on their Teaching Performance	Evaluate Teaching Performance of Faculty	3	5	5	5	5	5.0	

Efficient and customer-friendly frontline services	Zero percent complaint served	Serve clients with courtesy and friendly service	0 complaint		4	4	5	4.33	
Total over-all Rating								103.26	
Average Rating (Total Over-all rating divided by 4)			4.69	Comments & Recommendations for Development Purpose: Continue sending request to Graduate Faculty ahead of time					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and rated by:


ANABELLA B. TULIN
Dept/Unit Head

Date: _____

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Heide S. Lasquites

Position: Education Research Assistant I

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		52/12 = 4.33				
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					75
Average Score					4.41

Overall recommendation : _____


ANABELLA B. TULIN
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Heide S. Lasquites

Performance Rating: 4.6 %

Aim: To facilitate the improvement in the assignment of Observer during the Final exam of the graduate students

Proposed Interventions to Improve Performance:

Date: January, 2018 Target Date: March, 2018

First Step: Send communication to Department offering graduate courses requesting all graduate faculty to be willing to act/serve as Observer during the Final Oral Examination of the graduate students

Result: Graduate Faculty are informed that they are requested to act/serve as observer during the Final Oral Examination of the graduate students

Date: April, 2018 Target Date: June, 2018

Next Step: Send request to individual graduate faculty indicating the name of the graduate students, Title of the research study, date, time and place of final examinations for confirmation of their availability of the said date

Outcome: Student conducting Final examinations have assigned observer

Final Step/Recommendation:

- 1) Send documents to assigned observer needed for the Final Examination of the graduate students
- 2) Send thank you letter to all graduate faculty requested to act/serve as Observer

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


HEIDE S. LASQUITES
Name of Ratee Faculty/Staff