

Annex P


COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: GILDA D. DURAN

1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_  
  
FINAL NUMERICAL RATING 4.87  
  
ADJECTIVAL RATING: 0

Prepared by:

  
GILDA D. DURAN  
Name of Staff


Reviewed by:

  
ROSARIO A. SALAS  
Department/Office Head

Recommending Approval:

  
VICTOR B. ASIO  
\_\_\_\_\_  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
\_\_\_\_\_  
Vice President

VICE PRESIDENT

BEVILAKIS S. BEGONIAS

υφὺπαρχος.

DEPUTY DIRECTOR

ΛΙΟΤΟΚ Β. ΑΓΚΩ

Υποδιευθυντής υφὺπαρχος:

NAME OF SITE  
CHRYSA D. DOKANI

Deputy Director Head  
KOSTIMO A. SAGIUS

Υποβληθείσα από:

Κελεσθείσα από:

ΥΠΕΡΕΧΘΑΥΤ ΚΑΤΙΝΟ:

0

ΠΡΩΤΗ ΑΝΤΙΕΚΘΑΥΤ ΚΑΤΙΝΟ:

782

ΤΟΤΑΛ ΑΝΤΙΕΚΘΑΥΤ ΚΑΤΙΝΟ:

Από: Ανεξάρτητη Υποβληθείσα Ροή:

ΤΟΤΑΛ ΑΝΤΙΕΚΘΑΥΤ ΚΑΤΙΝΟ:

782

ΤΟΤΑΛ ΑΝΤΙΕΚΘΑΥΤ ΚΑΤΙΝΟ			782
5	Ανεξάρτητη Υποβληθείσα Ροή	782	782
1	Ανεξάρτητη Υποβληθείσα Ροή	782	782
(1)	Ανεξάρτητη Υποβληθείσα Ροή	(3)	(323) Ανεξάρτητη Υποβληθείσα Ροή


NAME OF ADMINISTRATIVE SITE: CHRYSA D. DOKANI


ADMINISTRATIVE SITE  
COMPLETION OF FIRST INDIVIDUAL KATINOS FOR


ΑΝΤΙΕΚΘΑΥΤ

Visayas State University  
College of Agriculture and Food Science (CAFS)  
DEPARTMENT OF HORTICULTURE

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I,  GILDA D. DURAN Adm. Aide IV, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

  
GILDA D. DURAN  
Adm. Aide IV

  
ROSARIO A. SALAS  
Head, UOH

MFO No.	MFO Description	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Support Services										
	PI 1: Number of documents prepared and released on time	Facilitates signature for the department head, Government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc) and other related forms Secretarial work encoding & printing of test papers, manuals, syllabus, grades payrolls, TO's vouchers, trip tickets, PR, RIS, APP cash advances, leave preparations, etc.	250	500	5	5	5	5.00		
	PI 2: Number of department meetings conducted (dept. I)	Prepares notices and venue for department and other meetings	6	7	4	5	5	4.67	Department meetings	
	PI 3: Number of documents received, evaluated, countersigned and facilitated	Receives, records, checks and countersigned various documents and facilitates signature of the head	100	200	5	5	4	4.67		
	PI 4: Number of standard government forms received, attended and countersigned	Facilitates signature of other government forms from the dept./offices for the signature of the college dean	150	200	4	5	5	4.67		

	P1 10: Number of student forms (Overload, change of acad. Advisers, shifting forms, etc.) received, attended and countersigned	Facilitates signature of student forms	20	150	5	5	5	5.00	
	PI 12. Number of department/ CAFS/University Activities facilitated and assisted	Facilitates and assist department activities/team building, etc.	2	2	5	5	4	4.67	
	P1 13. Number of registration forms and student copy of grades issued	Releases registration forms to BSA-hort. students	50	150	5	5	5	5.00	
	P1 16. Number of BSA and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	Follow-up and consolidates dept's reports, other related report and submits to appropriate offices	2	3	5	4	4	4.33	Dept. faculty/ researchers reports
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0						
<b>Best practices/new initiatives</b>									
	Other assigned tasks	Administered performance evaluation of faculty, teaching load assignment. Emergency purchase of supplies	5	20	5	5	5	5.00	


	Attended seminars, trainings, etc.	2	3	5	5	5	5.00	
Total Over-all Rating								
Average Rating								
Adjectival Rating								

Average Rating (Total Over-all rating divided by 4)	4.8	3.36
Additional Points:		
Punctuality	5	1.50
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		0


Comments and Recommendations  
for Development Purpose:

Keep up the good work


Evaluated and Rated by:


  
**ROSARIO A. SALAS**
  
Head, DOH
  
Date: \_\_\_\_\_

Recommending Approval:


  
**VICTOR B. ASIO**
  
Dean, CAFS
  
Date: \_\_\_\_\_

Approved:


  
**BEATRIZ S. BELONIAS**
  
Vice President for Instruction
  
Date: \_\_\_\_\_

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA D. DURAN

Performance Rating: OUTSTANDING

Aim: To sustain the OUTSTANDING rating

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: To attend and participate in trainings and seminars to improve skills and for self-improvement so as to be more competent as support staff of the Dept. of Horticulture.

Result: Had attended trainings and seminars.

Date: January, 2019

Target Date: June 2019

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:

  
**ROSARIO A. SALAS**  
Unit Head

Conforme:

  
**GILDA D. DURAN**  
Name of Ratee Faculty/Staff

Name of Ratee Faculty/Staff  
GILDA D. DURAN

Conformer:

Prepared by:

ROSARIO A. SALAS  
Unit Head

Final Step/Recommendation:

Outcome:

Next Step:

Date: January, 2019

Target Date: June 2019

Result: Had attended trainings and seminars.

First Step: To attend and participate in trainings and seminars to improve skills and for self-improvement so as to be more competent as support staff of the Dept. of Horticulture.

Date: July 2018

Target Date: December 2018

Proposed interventions to improve performance:

Aim: To sustain the OUTSTANDING rating

Performance Rating: OUTSTANDING

Name of Employee: GILDA D. DURAN

EMPLOYEE DEVELOPMENT PLAN