



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: SHERYL M. SUYOM

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

SHERYL M. SUYOM
Name of Staff

Reviewed by:

MARY JOY M. ABIT
OIC-Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHERYL M. SUYOM, of the Department of Pest Management 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 2019 to December 2019.


SHERYL M. SUYOM
Ratee

Approved: 
MARY JOY M. ABIT
OIC-Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Administrative Support Services	# of course materials typed	Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines and examinations.	300	750	5	5	5	5.0	
	# of DTR prepared, checked, countersigned and recorded	Prepared /checked/distributed Daily Time Record for Administrative staff, typed regular faculty monthly Certificate of Service Rendered (CSR)	50	102	5	5	5	5.0	
	# of Travel Order, Application for Leave prepared/checked/recorded	Prepared Travel Orders (TOs), Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form)	50	140	5	5	5	5.0	
	# of copies for faculty/staff meetings printed/routed	Suggested typed/printed and distributed minutes of the meeting for faculty and staff.	30	90	5	5	5	5.0	
	# of documents prepared and Processed	Typed/printed Appts, PR, RAIS, Vouchers, PPMP, OIC, Teaching Perf. Eval. forms for Faculty and IPCR.	20	57	5	5	5	5.0	
	# of documents photocopied, sorted and filed	Sorted and filed incoming/outgoing communications, reports and memoranda.	300	550	5	4	5	4.67	
	# of exams	Act as proctor (Midterm, Long Hour, Finals)	1	7	5	5	5	5.0	

	# of students/subjects evaluated	Act as Facilitator/Evaluator	5	12	5	5	5	5.0	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc.	80%	100%	5	5	5	5.0	
Total Overall Rating								4.96	
Average Rating (Total Over-all rating divided by 4)			4.96	Attend training on record keeping and management					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.96						
ADJECTIVAL RATING			OUTSTANDING						

Evaluated & Rated By:

MARY JOY M. ABIT
OIC-Head, DPM

Date: _____

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Date: _____

Approved by:

BEATRIZ S. BELONIAS
VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____
 Name of Staff: STERYL M. JOYDM Position: ADMIN AIDE III

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						
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		58/12 = 4.83				

Overall recommendation :

MARY JOYDM - ADIT
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheryl M. Suyom
Performance Rating: Outstanding

Aim: Increase efficiency in record management

Proposed Interventions to Improve Performance:

Date: Feb - June 2020 Target Date: Feb - June 2020

First Step: Scout for training

Result: Scheduled attendance of training

Date: Feb - June 2020 Target Date: Feb - June 2020

Next Step: Attend training

Outcome: Increase efficiency in record management

Final Step/Recommendation:

Prepared by:

MARY JOY M. ABIT
Unit Head

Conforme:
SHERYL M. SUYOM
Name of Ratee Faculty/Staff