

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

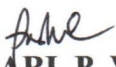
Name of Administrative Staff: PEARL P. VISTAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.77 (4.87)

TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: 0.00
FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding


Prepared by:


PEARL P. VISTAL
Name of Staff


Reviewed by:


IVY C. EMNACE
Head, DFST

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

COMPARISON WITH LINDBERGH AT RICHMOND

IN THE MATTER OF

EDWARD J. BRENNAN, JR.

Defendant

vs.

THE UNITED STATES OF AMERICA

Plaintiff

IN THE DISTRICT COURT OF THE UNITED STATES FOR THE DISTRICT OF COLUMBIA

FILE NO. 100-100000

DATE: 10/10/50

BY: [Signature]

FOR THE DEFENDANT

BY: [Signature]

FOR THE PLAINTIFF

IN WITNESS WHEREOF

I have hereunto set my hand and seal this 10th day of October, 1950.

U.S. District Judge

U.S. Attorney

U.S. Marshal

U.S. Deputy Marshal

U.S. District Clerk

U.S. District Attorney

U.S. District Attorney General

U.S. District Attorney General

U.S. District Attorney General

U.S. District Attorney General

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U.S. District Attorney General

U.S. District Attorney General

U.S. District Attorney General


U.S. District Attorney General


U.S. District Attorney General

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Pearl P. Vistal**, of the Department of Food Science and Technology commit 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 2019**.

Approved:


PEARL P. VISTAL
Ratee


IVY C. EMINACE
Head of Unit


VICTOR B. ASIO
Dean, CAFS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets encoded and Printed	Encode and print	Encoded and printed gradesheet for Submission to Graduate School	10	32	5	5	4	4.67	Midterm and final
	Number of Teaching Performance Evaluation by Students reproduced	Printed and prepared the materials for evaluation	Printed and submitted to OVPI	150	283	5	5	5	5.00	
	Number of exams, handouts, laboratory exercises reproduced	Reproduction	Reproduced Exams, Lab Exercises	10	15	5	5	5	5.00	
	Number of exams collate	Collating	Collated exams and exercises	10	20	5	5	5	5.00	
	Number of Report Student Completion Grades recorded	Filing	Filed students completion of grades	5	10	5	4	4	4.33	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	100% no complai		5	5	5	5.00	

Student Services	Documents requested by students served on time									
	1. Number of overtime work permit issued to students	Issuing of overtime permit	Facilitated students in issuance of permits	10	17	5	5	5	5.00	
	2. Number of Registration Permit, Overload forms, request for unscheduled subjects Issued	Preparation and issuance of documents	Issued documents, forms to students	50	105	5	4	4	4.33	2nd Semester, SY 2018-2019 enrollment
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator	Facilitates Teachers Performance Evaluation	5 class sched.	8 class sched.	5	5	4	4.67	Assigned at the Department of Pest Management
Secretariat Works	Number of Incoming and Outgoing documents recorded & released	Recording	Recorded Incoming and outgoing documents	20	60	5	5	4	4.67	
	Number of OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Preparation and submission of documents	Encoded, prepared, reproduced and submitted IPCR, OPCR, PPMP & PR	15	22	4	4	4	4.00	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared and submitted outgoing documents	10	25	5	5	4	4.67	Communications. Letter requests, job requests & others
	1. Individual Faculty Workload	Preparation and Submission of Individual Faculty Workload	Prepared and Submitted Individual Faculty Workload	5	7	5	5	4	4.67	2nd Semester, 2018-2019
	2. Actual Teaching Load	Preparation of Actual Teaching Load	Prepared and submitted Actual Teaching Load	1	1	5	5	5	5.00	2nd Semester, 2018-2019
	3. Projected faculty workload for the succeeding semester	Preparation of Projected Workload	Prepared projected faculty workload	1	2	5	5	5	5.00	two (2) semesters

	4. Standard government forms (travel Orders, DTRs, Pass slip, Application for Leave)	Preparation and submission of standard government forms	Prepared and submitted standard government forms	7	15	5	5	4	4.67	
	Number of Purchase Requests, PPMPs prepared and	Preparation of PR's and PPMPs	Prepared and Submitted PRs and PPMPs	5	15	5	5	4	4.67	Research and Extension Projects, GF & Lab. Share Fund.
	Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls	Prepared and submitted Payrolls	20	24	5	5	4	4.67	Research Assistants (Job Order)
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared and submitted financial documents	5	12	5	5	4	4.67	Liquidation, replenishment and reimbursements of Cash Advances for Research, Extension & Faculty and Staff travels
	Number of DFST documents consolidated/filed	Consolidating/filing	Consolidated and filed documents	50	85	5	4	4	4.33	
Other Services	a we	Does task assigned as member of the committee	Does task assigned as member of the committee	1	2	5	5	4	4.67	
Total Over-all Rating									98.67	

Average Rating (Total Over-all rating divided by 4)	4.70
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.70
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

Should improve processing and monitoring of documents

Evaluated and Rated by:

IVY C. EMNACE
Head, DFST
Date: _____

Recommending Approval:

VICTOR B. ASIO
College Dean
Date: _____


Approved by:

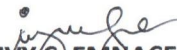
BEATRIZ S. BELONIAS
VP for Instruction
Date: _____


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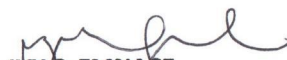
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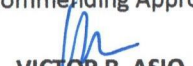
Comments and Recommendations for Development Purpose:

Should improve processing and monitoring of documents


Evaluated and Rated by:


IVY C. EMNACE
 Head, DFST
 Date: _____

Recommending Approval:


VICTOR B. ASIO
 College Dean
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP for Instruction
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: **PEARL P. VISTAL** Position: Admin. Aide IV

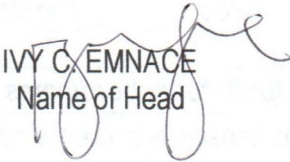
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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 : _____


IVY C. EMNACE
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL
Performance Rating : OUTSTANDING (4.77)

Aim: To improve percentage of requested documents on time

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: March 2019

First Step:

Monitor Ms. Vistal's performance regarding faculty request of documents

Result:

Majority of requested documents were prepared on time

Date: April 2019

Target Date: June 2019

Next Step:

One-on-one meeting with Ms. Vistal

Outcome:

Her performance specific to document preparation has improved

Final Step/Recommendation:

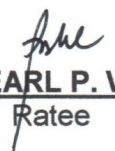
Required Ms. Vistal to facilitate preparation of documents as required by the Faculty.

Prepared by:


IVY C. EMNACE

Unit Head

Conforme:


PEARL P. VISTAL
Ratee