

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

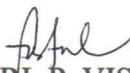
Name of Administrative Staff: **PEARL P. VISTAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.75


TOTAL NUMERICAL RATING: 4.75
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:


PEARL P. VISTAL
 Name of Staff

Reviewed by:


ARTURO E. PASA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PEARL P. VISTAL**, staff of the **Department of Forest Science** 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 , 2016**.


PEARL P. VISTAL
 Ratee


ARTURO E. PASA
 Head, DFS & Dean, CFES

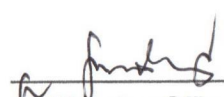
MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	Zero percent complaint from client served	frontline services	0 complaint	0 complaint					
Preparation of Correspondence	No. of Pro-forma letters/ transmittal/ acknowledgement letters/ memorandum/ recommendation prepared	Preparation of letters/ communications	24	30/24 (125%)	4.5	4.7	4.5	4.57	
Student services	Documents requested by students served on time: Student's Assessment Forms (midterm & final), Registration Permits, Student's copy of grades, Shifting form, overloading form, Change of Academic Adviser	Served documents on time as requested	35	60/35 (171.43%)	4.8	4.8	4.7	4.77	
Secretarial Works	Number of documents recorded and released	Recorded & released documents on time	80	120/80 (150%)	4.7	4.8	4.6	4.70	Outgoing communications, DTR, CSR, Class Rosters, Teaching Load, Etc.
	Number of tree planting certificates recorded & released	Recorded & released certificates on time	100	300/100 (300%)	4.7	4.8	4.7	4.73	2016 undergraduate & graduate students as requirement for graduation
	Number of documents encoded and printed	encoded & printed documents on time	35	60/35 (171.43%)	4.8	4.8	4.7	4.77	Programs, certificates, exam, communications, instructional materials, etc.
	Number of photocopied/consolidated documents	photocopied/consolidated documents as requested	72	80/72 (111.11%)	4.8	4.8	4.7	4.77	Reports, Handout, and other Instructional Materials

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of documents filed		100	250/100 (250%)	4.7	4.8	4.7	4.73	
Teaching Performance Evaluation	Number of Evaluation facilitated & submmited results to OVPI	Facilitated Teachers Performance Evaluation	8	15/8 (187.50%)	4.7	4.7	4.7	4.70	Done right after midterm examination per semester
Total Over-all Rating								42.47	

Average Rating (Total Over-all rating divided by 4)		
Additional points:		
Punctuality		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.72	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Received by:


Planning Office
Date:

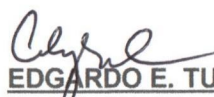
Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT
Date:

Recommending Approval:


REMBERTO A. PATINDOL
Vice President
Date:

Approved by:


EDGARDO E. TULIN
President
Date:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016

Name of Staff: PEARL P. VISTAL Position: Administrative 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