

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Ms.Arlyn A. Guinipaan

| Program Involvement (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2 x 3) |
|--|-------------------------|----------------------------|--|
| 1. Numerical Rating per IPCR | 4.90 | 70% | 3.43 |
| 2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments | 4.88 | 30% | 1.46 |
| | | TOTAL, NUMERICAL RATING | 4.90 |

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

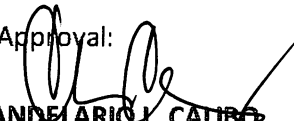
Prepared by:


ARLYN A. GUINIPAAN
Name of Administrative


Reviewed by:


CLIMACO D. ESPINA, JR.
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arlyn A. Guinipaan, of the Department of Mathematics and Physics, College of Arts and Sciences 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 1, 2018 to June 30, 2018.

Arlyn A. Guinipaan
ARLYN A. GUINIPAAN
Administrative Aide VI

Date: _____

Climaco D. Espina Jr.
CLIMACO D. ESPINA JR.
Department Head

Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

| Description of MFO's/PAPs | Success Indicators | Program/ Activities/ Projects | Tasks Assigned | Actual | | Rating | | | | Remarks |
|-----------------------------|--|-------------------------------|---|--------|----------------|---------|------------|----------|---------|----------------|
| | | | | Target | Accomplishment | Quality | Efficiency | Timeline | Average | |
| MFO6. Support to Operations | | | | | | | | | | |
| | PI.1 Percentage of forms prepared/facilitated and encoded | Instruction Services | | | | | | | | |
| | <i>Projected/Tentative Workload</i> | Instruction Services | Prepares and assigned tentative workload of all DMP faculty | 90% | 100% | 5 | 5 | 5 | 5.00 | Every Semester |
| | <i>Actual teaching load</i> | Instruction Services | Prepares/encodes and submitted actual teaching load of DMP faculty to Registrar's Office | 90% | 100% | 5 | 5 | 5 | 5.00 | Every Semester |
| | <i>Individual Faculty Workload</i> | Instruction Services | Prepares/encodes and submitted individual faculty workload of DMP faculty to Registrar's Office | 90% | 100% | 5 | 5 | 5 | 5.00 | Every Semester |
| | PI.2 Percentage of Instructional Materials prepare and facilitated | Instruction Services | Prepares facilitates laboratory exercises | 90% | 100% | 5 | 5 | 5 | 5.00 | Every Semester |
| | PI.3 Percentage of government forms prepared and encoded and submitted | Administrative Services | PPMP, CSR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms | 90% | 100% | 5 | 5 | 5 | 5.00 | Submit on time |

| | | | | | | | | | | |
|--|---|-------------------------|---|---------------|---------------|---|---|---|------|---|
| | PI 4. Percentage of communications prepared and encoded | Administrative services | Letter of requests, certifications, justifications | 90% | 100% | 5 | 5 | 5 | 5.00 | |
| | PI 5. Percentage of documents attended and served | Administrative services | Facilitates student evaluation and submits to OVPI | 90% | 100% | 5 | 5 | 5 | 5.00 | Evaluation facilitator (every semester) |
| | PI 6. Number of contracts/payrolls facilitated/prepared /monitored | Administrative services | Prepares/monitor part timers/Jos contracts and payrolls | 6 | 12 | 5 | 5 | 4 | 4.67 | Every 15th and 30th month |
| | PI 7. Number of faculty/ staff monitored re leave of absence | Administrative services | Monitor/prepares leave of faculty/staff | 5 | 10 | 5 | 5 | 4 | 4.67 | |
| | PI 8. Number of purchases (equipment, supplies and materials)of the dept facilitated and prepared and monitored | Administrative services | Facilitates/Prepares list of supplies /equipment purchased | 6 | 12 | 5 | 5 | 5 | 5.00 | |
| | PI 9. Percentage of Report Student Completion Grades recorded | Administrative services | Records of students completion grades in the grade sheets | 90% | 100% | 5 | 5 | 5 | 5.00 | Every month |
| | PI 10. Number of DMP documents consolidated/files: | Administrative services | Consolidate of DMP documents/files | 200 documents | 500 documents | 5 | 5 | 4 | 4.67 | Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls, Permits |
| | PI.11 Number of documents mimeographing/xerox laboratory exercises and exams | Administrative services | Consolidate exercises/exams | 100 documents | 200 documents | 5 | 5 | 5 | 5.00 | |
| | PI.12 Number of Incoming memo's, letters recorded | Administrative services | Recording of incoming memo's, letters | 200 documents | 300 documents | 5 | 5 | 5 | 5.00 | Memo's from OP, OVPI, OVPRG, OVPAF, OVPRE other documents from diff. offices |
| | PI.13 Number of department meetings & university activities | General services | Attended and served snacks during dept meetings & univ activities | 6 | 12 | 5 | 5 | 5 | 5.00 | Attended department activities |
| | PI 14. Percentage of students assisted | Student services | Receives/Releases student grades | 90% | 100% | 5 | 5 | 4 | 4.67 | |
| | | | facilitates submission of student's grades & INC | 90% | 100% | 5 | 5 | 4 | 4.67 | |
| | | | inquiry regarding class schedules/instructors | 90% | 100% | 5 | 5 | 4 | 4.67 | |


| | | | | | | | | | | |
|---|--|-------------------------|--|--------------|--------------|---|---|---|--------|--|
| PI.17. Additional Outputs | | | | | | | | | | |
| | Number of hours facilitates training conducted | Extension services | Facilitates training | 8 | 56 | 5 | 5 | 5 | 5.00 | Enhancement Training on Math & Physics High School Teachers. Jan. 13, 20, 27, 2018 & Feb. 3, 10, 17, 24, 2018. CCF Bldg. VSU |
| | Numbers of hours Echo-seminars facilitates | Administrative services | Facilitates seminar | 8 | 48 | 5 | 5 | 5 | 5.00 | Echo-Seminar on New GE course: Science, Technology and Society at DAS Conference room, April 5-7, 2018 and New GE course: Mathematical in the Modern World at Pavilion glassroom, VSU, April 13-14, 2018 |
| MFO 7. General Administration and Support Services (GASS) | | | | | | | | | | |
| MFO2. Efficient and customer friendly frontline service | | | | | | | | | | |
| | PI.1 Number of efficient and customer friendly services rendered | General services | Entertain students/ visitors/ clients with zero percent complaint served | 0% complaint | no complaint | 5 | 5 | 5 | 5.00 | Entertained students, visitors, clients coming to office |
| Total Over-all Rating | | | | | | | | | 103.00 | |
| Average Rating | | | | | | | | | 4.90 | |
| Adjectival Rating | | | | | | | | | O | |

| | |
|---|------|
| Average Rating (Total Over-all rating divided by 4) | 4.90 |
| Additional Points: | |
| Punctuality | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 4.90 |
| ADJECTIVAL | |


Comments & Recommendations for Development Purpose:

Always be what you've been...

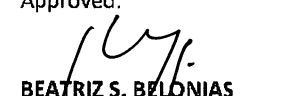
Evaluated and Review:


CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018 – June 30, 2018

Name of Staff: Arlyn A. Guinipaan Position: Administrative Aide VI

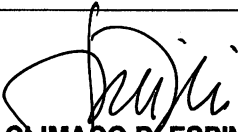
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | | | | | |

Overall recommendation : _____


CLIMACO D. ESPINA JR.
Name of Head

“Exhibit I”

PERFORMANCE MONITORING FORM

Name of Employee: **MS. ARLYN A. GUINIPAAN**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|---|
| 1. | Prepares/assigns faculty workload | Actual Teaching Load, Individual Faculty workload assigned by the faculty | January 2018 | January 2018 | February 2018 | Impressive | Outstanding | |
| 2. | Prepares and consolidate laboratory exercises updates | Approved manual in Physics lab. Manual | January 2018 | February 2018 | February 2018 | Impressive | Outstanding | |
| 3. | Prepares/Encode government forms and submitted | PPMP, CSR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms submitted | January 2018 | July 2018 | July 2018 | Impressive | Outstanding | |
| 4. | Prepares/encode purchased in the department | Submitted to budget | January 2018 | February 2018 | February 2018 | Impressive | Outstanding | |
| 5. | Participate in all activities conducted by the department, college and the university | Attendance, certificates if applicable | January 2018 | January 2018 | April 2018 | Impressive | Outstanding | Participates actively in all activities |

| | | | | | | | | |
|----|---|---------|-----------------|-----------|-----------|------------|-------------|---|
| 6. | Perform other functions assign by the head | Reports | January 2018 | June 2018 | June 2018 | Impressive | Outstanding | Perform duties assigned to her |
|----|---|---------|-----------------|-----------|-----------|------------|-------------|---|

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CLIMACO D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARLYN A. GUINIPAAN**

Performance Rating: **Outstanding**

Aim: ***To improve office operations.***

Proposed Interventions to Improve Performance

Date: _____

Target Date: One Year from Date of Intervention

First Step:

1. To computerized filing of faculty and staff CVs/PDS.
2. To attend a training on data management system.

Result:

1. Attended training on data management system
2. Systematic computerized filing and retrieval of documents achieved

Date: _____

Target Date: January-June 2018

Next Step

1. Application of data base management system

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Prepared by:



CLIMACO D. ESPINA JR.

Unit Head