

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Dahlia R. Arpoceple

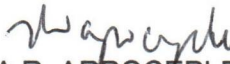
Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.23	70%	2.96
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.41

EQUIVALENT NUMERICAL RATING: 4.41  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.41

FINAL NUMERICAL RATING: **4.41**

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

  
DAHLIA R. ARPOCEPLE  
Name of Staff


Reviewed by:

  
EPIFANIA G. LORETO  
Department/Office Head

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
VP for Instruction



	Preparation and issuance of documents									
	<i>Number of documents prepared and submitted</i>	Preparation and submission of PPMP, Cash Advance, Reimburse-ments, RIS, Actual Teaching Load, Individual Faculty Workload, Leave, Permit, T O, PR, Contracts, Payroll, Annau Report	Preparation, encoding and submission	13	13	4	4	4	4.00	
	<i>Number of Incoming and Outgoing documents recorded &amp; released</i>	Clerances and other DCE related documents	Recording	225	236	4	4	4	4.00	
	Number of evaluation conducted and results submitted to OVPI	Teaching Performance Evaluation	Evaluation Facilitator	20	21	5	5	4	4.67	
	Number of copies reproduced in reproduction of instructional materials	BSCE Exam, quizzes, problem sets and lab exercises	Photocopying and printing/riso	800	850	5	5	4	4.67	
	<b>MFO 2. Frontline Services</b>									
	<b>PI 1.</b> Efficient and customer-friendly frontline service	Frontlining	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> <u>Additional Outputs/Best Practices</u>									
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	1.) General Breifing on the ISO Mandatory Procedures for Document and Records Management 2.) Working Towards Personal Effectiveness 3.) HRMIS Cyber Security training	Participant	2	3	5	5	5	5.00	
						Total Points			31.33	
<b>Total Over-all Rating</b>						42.33				
<b>Average Rating</b>						4.23				
<b>Adjectival Rating</b>						Very Satisfactory				

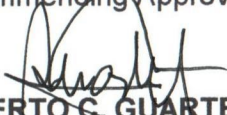
Average Rating (Total Over-all rating)		4.23
Additional Points:		
Approved Additional points (with copy of		
FINAL RATING		4.23
ADJECTIVAL RATING		Very Satisfactory

Evaluated & Rated by:

  
**EPIFANIA G. LORETO**  
 Department Head, DCE

Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. GUARTE, Ph.D.**  
 Dean, College of Engineering  
 and Technology

Date: \_\_\_\_\_

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

Comments & Recommendations for Development Purpose:

To attend seminars

Approved:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 VP for Instruction

Date: \_\_\_\_\_

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2019

Name of Staff: DAHLIA R. ARPOCEPLE 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		58				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.833				

Overall recommendation : \_\_\_\_\_

  
**EPIFANIA G. LORETO**  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAHLIA R. ARPOCEPLE  
Performance Rating: 4.69 (Outstanding)

Aim: To build on the strength of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: July 2019                      Target Date: July to December 2019

First Step: Attend seminar on "Working Towards Personal Effectiveness"  
\_\_\_\_\_  
\_\_\_\_\_

Result: Improved customer service and work values.  
\_\_\_\_\_  
\_\_\_\_\_


Date: December 2019                      Target Date: July to December 2019

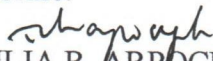
Next Step: Attend seminar on " HRMIS Cyber Security Training"  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: Gained knowledge on how to protect data from attack, damage, or unauthorized access.

Final Step/Recommendation: NA

Prepared by:

  
EPIFANIA G. LORETO  
Unit Head

Conforme:  
  
DAHLIA R. ARPOCEPLE  
Name of Ratee Faculty/Staff