



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

PEARL P. VISTAL

Name of Staff

Reviewed by:

LORINA A. GALVEZ

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Approved:


REMBERTO A. PATINDOL

Vice President for Administration and Finance

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 **July-December 2020**


PEARL P. VISTAL
Ratee

Approved: 
LORINA A. GALVEZ
Head of Unit


VICTOR B. ASIO
Dean, CAFS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Annual Target (Jan. Dec. 2020)	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	0 None in this period					(29) in January-June 2020
	Number of Learning Guide printed and typesetted	Printing and Typesetting	Printed and typesets Learning Guides of Faculty for final packaging		9	5	5	4	4.67	FTEC 231, FTEC 221 and FTEC 233, Ftec 163, FTec 121, FTec 165, FTec 143, FTec
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	no complaint	no complaint	5	5	5	5.00	
Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval		4	5	5	4	4.67	Approval sheets of Thesis Outline, Routing, Clearance
Secretariat Works	Prepared, encode and compiles documents for ISO	Preparation, compilation and submission of documents to QAC	Faciliates submission and compilation of documents for ISO	50%	95%	5	5	4	4.67	80% in Jan-June . QRM, NAP, Internal Documents, External Documents, RFCA, OFI's
	Number of faculty workload for 1st Semester SY 2020-2021 prepared and submitted	Encode and print	Encoded and submitted faculty workload for 1st Sem. SY 2020-2021	5	9	5	5	4	4.67	(3) in Jan.-June 2020 Actual Teaching Load, Individual Faculty workload

Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submitted accomplishment reports for submission	25		5	5	4	4.67	(44) in Jan-June 2020 Monthly accomplishments for faculty on work from home
Number of Student Completion of Grades facilitated and recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitated, recorded, submitted and filed students completion of grades	5	15	5	5	4	4.67	(9) in Jan.- June 2020
Number of Outgoing communications prepared	Encoding and printing	Encoded and printed communications	120	215	5	5	4	4.67	(190) in Jan. June 2020 Outgoing and Incoming Documents
Number of Incoming and Outgoing documents recorded & released	Recording	Recorded Incoming and outgoing documents	120	232	5	5	4	4.67	(190) in Jan. June 2020 Outgoing and Incoming Documents
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	12	5	5	4	4.67	23 in Jan-June 2020 OPCR (1), IPCR (11)
1.Job Requests Preparation	Preparation and Submission of Job Requests	Prepared and Submitted Job Requests to Concerned Units	5	16	5	5	4	4.67	11 in Jan -June
2. Number of Standard government forms	Preparation and submission of standard government forms	Prepared and submitted standard government forms	57	82	5	5	4	4.67	(82) in jan-June 2020 DTR (66), Application for Leave (16)
3. Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepared and Submitted PRs and PPMPs	5	21	5	5	4	4.67	(4) in Jan- June 2020 PR's and PPMP's (Lab Share, General Fund and STF)
4. Number of Payrolls prepared	Preparation and submission of Payrolls	Prepared and submitted Payrolls	20	14	5	5	5	5.00	(12) in Jan-June 2020

5. Number of Reports encoded and drafted	Preparation of Annual Report	Disseminated template for DFST Faculty to fill-up the needed information and consolidated informations/data for annual report submission	1		5	5	4	4.67	Annual Report 2020
6. 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	(3) in Jan - June 2020. Petty Cash Advance Replenishments and Liquidation of GF (PPV) Lab Share (LMV), Project (LAG), Extension (LCC)
7. Number of Bills of payment prepared for laboratory analysis	Prepared, encoded and printed	Prepared, printed and handed bills to requesting person	0	2	5	5	5	5.00	Bills of payment (Clervie & Balame), Mushroom Fund Transfer
8. Facilitated updating of PDS, CV and PDF of Faculty and Staff	Facilitating, Consolidating	Prepared, Facilitated, printed and finalized documents for submission	0	30	5	5	4	4.67	PDS (11), PDF (11), CV (8)
12. Number of DFST documents consolidated/filed	Consolidating/filing	Consolidated and filed documents	50	150	4	5	4	4.33	(235) in Jan-June Evaluation forms (Virtual Classrooms), Syllabus, Memos, Outgoing and Incoming Documents
Other Services	Does task assigned as member of the committee	Does task assigned as member of the committee	1	2	5	5	5	5.00	Dept Document Controller, Dept Assistant Focal Person in the distribution of modules
Total Over-all Rating								94.38	

Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

Improve the filing system of DFST's documents for easy retrieval and also they should look good.

Evaluated and Rated by:

LORINA A. GALVEZ

Head, DFST

Date: Feb. 1, 2021

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: July to December 2020

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		59				

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		4.917				

Overall recommendation : She needs to undergo a training on S's.


 LORINA A. GALVEZ
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL

Performance Rating : OUTSTANDING

Aim: To improve competence of the staff member.

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

Date: July 2020

Target Date: September 2020

First Step:

Required to attend a training on 5S.

Result:

Ms. Vistal started to organize her filing of documents

Date: October 2020

Target Date: December 2020

Next Step:


Outcome:

Ms. Vistal has improved the filing of documents for easy retrieval.


Final Step/Recommendation:

Find a training for 5S.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


PEARL P. VISTAL
Ratee