COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. RAFAEL B. VERGARA, JR.

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
Numerical Rating per IPCR	4.64	70%	3.25
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
		TOTAL, NUMERICAL RATING	4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

RAFAEL B. VERGARA, JR.

Name of Administrative

WINSTON M. TABADA

Department Head

Approved by:

EDGARDO E. TULIN

President

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WHEN IS DEPENDED

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. RAFAEL B. VERGARA, JR., of the Department of Computer Science and Technology commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 December 31, 2016.

RAFAEL B. VERGARA, JR.

WINSTON M. TABADA

ROBERTO C. GUARTE

Ratee

Head of Unit

College Dean

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating		g	Remarks	
WIFO & FAFS	Success mulcators	rasks Assigned	raiget	Accomplishment	Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Number of exam reproduced	Produced CS 21 & HRTM 135 exams	400	900	5	5	4	4.67	
	Number of IPCR, PPP encodes and reproduced	Encodes faculty and administrative IPCR, PPP and reproduced	7	7	5	5	4	4.67	
	Number of OPCR encodes and reproduced	Encode Dept. OPCR and reproduced.	1	1	4	4	4	4.00	
	Accreditation of BSCS curricular program (3rd level)	Assigned as AACCUP Counterpart on Area X (Administration)	100%	100%	5	5	5	5.00	Gathers important documents needed for the Accreditation BSCS program Level III.
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontliner	Frontlining	no valid complaint	5	5	5	5.00	
Student Services	Documents requested by students served on time								
	Number of Grades Student's Copy Issued	Facilitates students in issuance of permits	100	260	5	4	4	4.33	Done right after the end of the semester.

	Number of Registration Permit Issued	Issuance BSCS registration form	180	370	5	5	5	5.00	During enrollment
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period	Facilitates Teachers Performance Evaluation	16	25	5	4	4	4.33	Done right after midterm examination per semester /subject.
Secretariat Works	Number of Incoming and Outgoing documents recorded & released	Recording Incoming and outgoing documents	100	470	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assigments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls.
	Number of documents prepared and submitted on time:	Prepared and submit documents on time							
	Individual Faculty Workload		10	10	5	4	4	4.33	Every semester
	2. Actual Teaching Load		2	2	5	4	5	4.67	Every semester
	3. Projected faculty wokload for the succeeding semester		2	2	5	4	5	4.67	Every semester
	4. Standard government forms		100	300	4	5	5	4.67	Every month
Other Services	Number of DCST documents consolidated/files:		100	300	4	5	5	4.67	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other documents
Total Over-all Rating				7				65.00	
Average Rating				2				4.64	
Adjectival Rating								0	

Average Rating (Total Over-all rating divided	4.64
by 6)	
Additional Points:	
Punctuality	
Approved Additional points (with copy of	
approval)	
FINAL RATING	4.64
ADJECTIVAL RATING	0

Comments	& Recomme	ndations	for Dev	/elopmen	t Purpose:	

Received by:	N	Calibrated by:	Recommending Approval:	Approved by:	Oil In C
 ¢-	Planning Office	REMBERTO A. PATINDOL PMT	BEATRIZ S. BELONIAS Vice President for Instruction		EDGARDO E. TULIN President
Date:		Date:	Date:	Date:	

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

off O xernA ment aligned to that of the overall plans of the university.

3. Innovates for Performance Effectiveness of Administrative Staff of the department/office for further operational processes and functions of the department/office for further operational processes and functions of the department/office for further operational processes and functions of the department of the functional processes and functions of the department of the function of

Rating Period: July 1 - December 31, 2016

Name of Staff: RAFAEL B. VERGARA JR. 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

Descriptive Rating	needed for the attained property and the unit
Total Score	The performance almost always exceeds the job requirements. The
Outstanding	staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
Very Satisfactory	The performance meets and often exceeds the job requirements
Satisfactory	The performance meets job requirements
Fair	The performance needs some development to meet job requirements.
Poor	The staff fails to meet job requirements
	Outstanding Very Satisfactory Satisfactory Fair

A. (Commitment (both for subordinates and supervisors)	5	5	Scale	9	
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		(GC)	
	Leadership & Management (For supervisors only to be rated by higher supervisor)		,	Scal	е	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	3	4	3	2	1
2	Visionary and creative to draw strategic and specific plans and targets of the	3	4	3	2	1

	0	ffice	/de	parti	ment aligned to that of the overall plans of the university.			
3	3. Ir	nnov	ate	s fo	processes and functions of the department/office for find clients. Region 1 of clients.		4 3	2
4					ountability for the overall performance and in delivering the cis/her unit.	0	4 3	2
5	ir	npro	vec	l ef	is, teaches, monitors, coaches and motivates subordinates for ficiency and effectiveness in accomplishing their assigned	their tasks 5	4 3	swoi 2
	17				Hondinged astronom - Minayi i	Descriptive Properties	28	36
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do	2	Scale 3	K	5	beat to email and supervisors) ivity to client's needs and makes the latter's experience in with the office falling and rewarding.	rates sensit	Demonst	
	2		A	(2	to clients even beyond official time			
		3	4	(00)	routine reports required by higher offices/agencies such as	urgent non BM, CSC, I	Submits CHED, D	3 (
h		3	A	00	tasks as his/her share of the office targets and delivers escribed time.	all assigned	Accepts	4 /
	2	3	4	(3	self to help attain the targets of his/her office by assisting co-	himself/her	Commits	5.
1	2	3	4	3	work on time, logs in upon arrival, secures pass slip when all matters and logs out upon departure from work.			
	2	3	A	Ke.	rds of her work which is easily retrievable when needed.	curate reco	(eeps ac	
	2	3	4	5	to further improve her work and the services of the office to its	new ways	Suggests slients	
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-	2	3	4	Sec.	ery and expertise in all areas of work to gain trust, respect subordinates and that of higher superiors			
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