

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Staff Member: **Thelma P. Apas**

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.47
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
		TOTAL NUMERICAL RATING	4.84

EQUIVALENT NUMERICAL RATING: 4.84


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.84

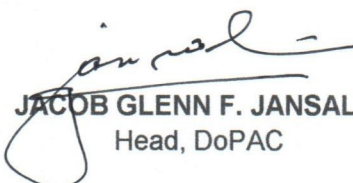
ADJECTIVAL RATING:

VSC

Prepared by:


THELMA P. APAS
 Name of Admin Staff


Reviewed by:


JACOB GLENN F. JANSALIN
 Head, DoPAC

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, CAS

Approved:


BEATRIZ S. BELONIAS
 VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **THELMA P. APAS**, of the Department of Pure & Applied Chemistry, **College of Arts & Sciences** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1- June 30, 2019**

THELMA P. APAS

Approved:

JACOB GLENN F. JANSALIN

Department Head

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Accomplishment as of actual accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO 5:	Support to Operations	PI.1 Number of forms prepared/facilitated and encoded	Instruction services								
		<i>Projected/Tentative Workload</i>		Prepared and assigned tentative workload of all DoPAC faculty	95%	100%	✓	✓	4	4.667	Prepared tentative load every sem/before hiring/renewal of faculty
		<i>Actual teaching load</i>		Prepared/encoded and submitted actual teaching load of DoPAC faculty to Registrar's office	95%	100%	✓	✓	✓	✓	submits actual teaching load of all faculty
		<i>Individual Faculty Workload</i>		Prepared/encoded and submitted actual teaching load of DoPAC faculty	95%	100%	✓	✓	✓	✓	submits individual faculty WL 1 week after opening of classes
		PI.2: Number of instructional materials prepared and facilitated									
		PI.3: Number of Exams facilitated / reproduced		Encoded/reproduced (rizographe d/ photocopied) exams	95%	100%					1 day before the scheduled exam
		PI.4 Number of government forms prepared and encoded and submitted	Administrative services	OPCR, IPCR, PPMP, NBC, Annual Report, Travels, CSR, Payroll Jos, & SAs, Appointments. & other Standard	95%	100%	✓	✓	4	4.667	submits the forms on or before the deadline set
		PI 5. Number of communications prepared and encoded		letter of requests, certifications, justifications	95%	100%	✓	✓	✓	✓	
		PI 6: Number of documents attended and served		Acts as Facilitator for student evaluation and submits to OVPI on time	95%	100%	✓	✓	✓	✓	assigned at DLABS
		PI.7: Number of committees served and attended									
		PI 8. Number of contracts/payrolls facilitated/prepared/monitored		Prepared/monitored part timers/Jos contracts and payrolls	6	6	✓	✓	✓	✓	prepares JO, SA, RA payrolls 3 days before payday.
		PI 9. Number of faculty/staff monitored re leave of absence		Monitored/prepared leave of faculty/staff	6/mo	6/mo	✓	✓	✓	✓	

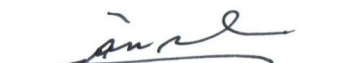
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Average Rating (Total Over-all rating divided by 6)	4.97	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:


Must attend trainings on Word Processing and Video making/editing.

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
Head, DoPAC


Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019

Name of Staff: Thelma P. Apas

Position: Administrative Aide VI

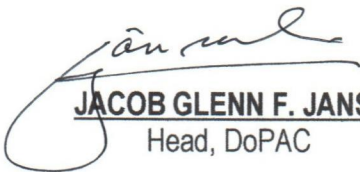
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	2	3	4	5
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.					✓
2.	Makes self-available to clients even beyond official time				✓	
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				✓	
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.				✓	
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.				✓	
7.	Keeps accurate records of her work which is easily retrievable when needed.					✓
8.	Suggests new ways to further improve her work and the services of the office to its clients					✓
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					✓
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				✓	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					✓
12.	Willing to be trained and developed					✓
Total Score		45				

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					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score					
Average Score					15/12

Overall recommendation : Very Satisfactory


JACOB GLENN F. JANSALIN
 Head, DoPAC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: THELMA P. APAS

Performance Rating: Very Satisfactory

Aim: To get an outstanding rating in evaluation

Proposed Interventions to Improve Performance:

Date:

Target Date:

First Step:

1. Get acquainted with the work as department secretary/clerk.
2. Improve efficiency in encoding documents.

Date:

Target Date:

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


THELMA P. APAS
Name of Ratee Staff

PERFORMANCE MONITORING & COACHING JOURNAL

√	1st	Q U A R T E R
√	2 nd	
	3 rd	
	4th	

Name of Employee: THELMA P. APAS

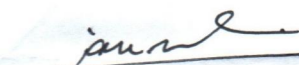
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 15 Faculty & 5 Admin Staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Quite slow in encoding/making documents				
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted


CANDELARIO L. CALIBO
Next Higher Supervisor