

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: PEARL P. VISTAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	X 70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	X 30%	1.47
TOTAL NUMERICAL RATING			4.76

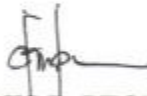
TOTAL NUMERICAL RATING: 4.76  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
PEARL P. VISTAL  
Name of Staff

Reviewed by:

  
DENNIS P. PEQUE  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PEARL P. VISTAL, staff of the Department of Forest Science commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2017.

PEARL P. VISTAL  
Ratee

DENNIS P. PEQUE  
Head, DFS& Dean, CFES

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer friendly frontline service	Zero percent complaint from client served	frontline services							
Preparation of Correspondence	No. of Pro-forma letters/ transmittal/ acknowledgement letters/ appointments/ certification	Preparation of letters/ communications	25	30/25 (120%)	4	4	4	4	
Student services	Documents requested by students served on time: Certifications, Tree Planting Certificates, Student's Assessment Forms (midterm & final), Registration Permits, Student's copy of grades, Shifting form, overloading form, Change of Academic Adviser	Served documents on time as requested	100	150/100 (150%)	5	5	5	5	
Secretarial Works	Number of documents recorded and released	Recorded & released documents on time	100	120/100 (120%)	5	5	5	5	
	Number of tree planting certificates recorded & released	Recorded & released certificates on time	500	550/500 (110%)	4	4	4	4	
	Number of documents prepared and printed	encoded & printed documents on time	30	40/30 (133.33%)	5	5	5	5	Individual faculty workload, TO, actual teaching load, CSR, projected faculty workload
	Number of photocopied/consolidated documents	photocopied/consolidated documents as requested	45	60/45 (133.33%)	5	5	5	5	AACCUP docs, handouts, syllabus, exams, etc.

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of Petty Cash/ Cash Advances/Liquidation/Replenishment/reimbursements/ppMP's/PR's prepared	Prepared replenishments as needed	3	40/3 (1333.33%)	5	5	5	5	
	Number of documents filed		10	100/10 (1000%)	5	5	5	5	
Teaching Performance Evaluation	Number of Evaluation facilitated & submitted results to OVP	Facilitated Teachers Performance Evaluation	25	35/25 (140%)	5	5	5	5	1st sem. SY 17-18 at DLABS
Total Over-all Rating								43	

Average Rating (Total Over-all rating divided by 4)									
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING									
ADJECTIVAL RATING									
43									
OUTSTANDING									
Comments & Recommendations for Development Purpose:									

Received by:

Calibrated by:

Recommending Approval:

Approved by:

TERESITA L. QUINANOLA

PRPEO Office

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

REMBERTO A. PATINDOL

Chairman, PMT

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

BEATRIZ S. BELONIAS

Vice President for Instruction

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

EDGARDO E. TULIN

President

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2017

Name of Staff: PEARL P. VISTAL Position: Administrative Aide IV

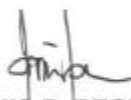
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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					
<b>B. Leadership &amp; Management</b> ( <i>For supervisors only to be rated by higher supervisor</i> )	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	59				
Average Score	4.9				

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

  
**DENNIS P. PEQUE**  
 Name of Head