Annex P

## 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 | 4.78 | 70% | 3.35 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.67 | 30% | 1.40 |
| **TOTAL NUMERICAL RATING** | | | 4.75 |

EQUIVALENT NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING: **4.75**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

DAHLIA R. ARPOCEPLE
Name of Staff

Reviewed by:

EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, CoE

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction

VISAYAS STATE UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING
Visayas State University
Visca, Baybay City, Leyte, PHILIPPINES
Website: www.vsu.edu.ph

I, DAHLIA R. ARPOCEPLE, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period July to December 2018.

**DAHLIA R. ARPOCEPLE**
Ratee

**EPIFANIA G. LORETO**
Head

| MFO & PAPs | Success/ Performance Indicator (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Q[1] | E[2] | T[3] | A[4] | |
| **UMFO 2.** | **HIGHER EDUCATION SERVICES** | | | | | | | | |
| **MFO 2.** | **Student Management Services** | | | | | | | | |
| **PI 6.** | Additional outputs | | | | | | | | |
| | Number of hours devoted for assisting student related activities | Preparation of documents needed | 2 | 4 | 5 | 5 | 4 | 4.67 | |
| | Number of related students activities attended | Attended | 1 | 2 | 5 | 4 | 4 | 4.33 | PICE-Week Opening and Exhibit |
| | Number of in-house seminars/ trainings/workshops/reviews conducted/attended | | | | | | | | |
| | | | | | Total points | | | 9.00 | |
| **UMFO 6.** | **GENERAL ADMINISTRATION & SUPPORT SERVICES** | | | | | | | | |
| **MFO 1.** | **Administrative and Facilitative Services** | | | | | | | | |
| **PI7.** | Number of office and laboratory equipment purchased | PR preparation | 2 | 5 | 5 | 4 | 4 | 4.33 | 2 - Fire extinguisher; 1- Digital Direct Shear Apparatus; 1 - Triaxial Machine; 1 - Mop Bucket w/ Squeezer |
| **PI 9.** | Additional Outputs | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Preparation and issuance of documents | | | | | | | | |
| | *Number of documents prepared and submitted* | Preparation, encoding and submission | 5 | 8 | 4 | 4 | 4 | 4.00 | Payroll (JO), PR, PPMP, Recport of Actual Teaching Load, IPCR, OPCR, Annual Report |
| | *Number of Incoming and Outgoing documents recorded & released* | Recording | 150 | 231 | 5 | 5 | 5 | 5.00 | |
| | *Number of Registration Permit Issued* | Issuance of BSCE registration forms during enrollment | 200 | 55 | 5 | 5 | 5 | 5.00 | |
| | Number of evaluation conducted and results submitted to OVPI | Evaluation Facilitator | 10 | 19 | 5 | 5 | 5 | 5.00 | |
| | Number of copies reproduecd in reproduction of instructional materials | Photocopying and printing/riso | 300 | 355 | 5 | 5 | 5 | 5.00 | |
| | Number of in-house seminars/ trainings/workshops/reviews conducted/attended | Participant | 1 | 1 | 5 | 5 | 5 | 5.00 | PRIME-HRM Orientation |
| | Number of hours devoted in the preparation of documents needed for RQAT | Preparation of supporting documents | 0 | 18 | 5 | 5 | 5 | 5.00 | |
| | Number of hours devoted in the preparation for AACCUP accreditation | Preparation of supporting documents | 0 | 92 | 5 | 5 | 5 | 5.00 | |
| **MFO 2.** | **Frontline Services** | | | | | | | | |
| **PI 1.** | Efficient and customer-friendly frontline service | Zero percent complaint from clients served | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| **PI 2.** | **Additional Outputs/Best Practices** | | | | | | | | |
| | | | | | | | | | |
| | | | | | Total Points | | | 48.33 | |
| **Total Over-all Rating** | | | | | 57.33 | | | | |
| **Average Rating** | | | | | **4.78** | | | | |
| **Adjectival Rating** | | | | | **Outstanding** | | | | |

| | | |
|---|---|---|
| Average Rating (Total Over-all rating divided by 4) | | 4.78 |
| Additional Points: | | |
| Punctuality | 0.2 | |
| Approved Additional points (with copy of approval) | 0.1 | |
| FINAL RATING | | 4.78 |
| ADJECTIVAL RATING | | **Outstanding** |

Comments & Recommendations for Development Purpose:
To attend trainings and seminars related to her work

Evaluated and Rated by:

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

Date:_____

Recommending Approval:

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

Date:_____

Approved:

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

Date: _____

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

Annex Q

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July to Dec. 2018
Name of Staff: Dahlia R. Argoyah 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 |

Instructions for Performance Effectiveness of Non-Managerial Staff

Employee Name: _____ Date: _____

Name of Staff: _____ Department: _____

Kindly refer to our company KPI and identify the effectiveness of your subordinates in each of the given dimensions of the attached sample of a staff and assign a numerical value against each dimension using the scale only. [illegible]

| Score | Performance Level | Performance Indicators |
|---|---|---|
| 5 | Excellent | The performance should always exceeds the job requirements. The staff displays output which plays a crucial role to best practice of the unit. He is an exceptional role model. |
| 4 | Very Good Indeed | The performance usually exceeds the job requirements |
| 3 | Satisfactory | The performance meets the job requirements |
| 2 | Fair | The performance needs some improvement to meet the job requirements. |
| 1 | Poor | The staff is a total disappointment. |

| S/No | Dimension (Indicators for score definitions and behavioral anchors) | Score |
|---|---|---|
| 1. | Communicates effectively in written and oral forms, listens actively to others, and maintains positive relationships and the office atmosphere. | 5 4 3 2 1 |
| 2. | Makes self available to clients, even during unofficial times. | 5 4 3 2 1 |
| 3. | Shows open-mindedness to new ideas and practices and other opinions such as CHRD, DDM, CBC, DCFI, NFIA, [illegible] and other opinions which specifies time by creating overtime work within available [illegible] | 5 4 3 2 1 |
| 4. | Accepts all assigned tasks as the main duties of the office, carries out tasks without within the prescribed time | 5 4 3 2 1 |
| 5. | Consistently demonstrates an [illegible] in the performance of [illegible] by encouraging employees who fail to perform all assigned tasks | 5 4 3 2 1 |
| 6. | Regularly reports to work on time, logs in and out, and accounts [illegible] doing out of personal matters and [illegible] from work. | 5 4 3 2 1 |
| 7. | Keeps an accurate record of [illegible] and is easily [illegible] | 5 4 3 2 1 |
| 8. | Supports new ways to improve work [illegible] and [illegible] of the office to its clients | 5 4 3 2 1 |
| 9. | Performs additional tasks assigned by the head or by higher officer even if the assignment is not related to the position but clearly shows the alignment of the functions of the unit/[illegible] | 5 4 3 2 1 |
| 10. | Assumes office duties during long absence by performing non-routine functions the officers [illegible] as a result provides [illegible] of the unit or satisfaction of clients. | 5 4 3 2 1 |
| 11. | Accepts objective criticisms and tries to suggest improvement [illegible] improvement of the work [illegible] | 5 4 3 2 1 |
| 12. | Willing to be trained and developed | 5 4 3 2 1 |

| | | | | | |
|---|---|---|---|---|---|
| Total Score | 56 | | | | |
| **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** | 4.67 | | | | |

Overall recommendation : _____

E. G. Loreto

EPIFANIA G. LORETO

Name of Head

| | | | | | | |
|---|---|---|---|---|---|---|
| | Total Score | | | | | |
| | Marks | | | | | |
| 1. Low Inertia Subcomponent (Subcomponents might be ruled out depending upon the case) | | | | | | |
| 1. Demonstrates strong and appropriate critical analysis in a way that meets and conforms to the stipulated and/or higher standards | 5 | 4 | 3 | 2 | 1 | |
| 2. Thoroughly and creative to draw strength and practical aims and insight in the other subcomponent aligned to that of the overall aims of the university. | 5 | 4 | 3 | 2 | 1 | |
| 3. Increases for the process of improving efficiency and effectiveness of the operational processes and practices. The [illegible] satisfaction of clients. | 5 | 4 | 3 | 2 | 1 | |
| 4. Accepts personal duty for the overall performance and is achieving the required or better level | 5 | 4 | 3 | 2 | 1 | |
| 5. Demonstrates effective problem solving and initiative behaviours by their language efficiency and effectiveness in accomplishing the assigned tasks needed for the attainment of the aims and legacy of the unit | 5 | 4 | 3 | 2 | 1 | |
| | Total Score | | | | | |
| | Average Score | | | | | |

Overall recommendation :

Signature

Name of Dean

Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAHLIA R. ARPOCEPLE
Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: January to July 2018

First Step:

Attend training seminar for administrative staff

Result:

Improved customer service and work values.

Date: August 2018 Target Date: End of year

Next Step:

Attend ISO 9001:2015 Awareness Seminar and other Seminar - Workshop

Outcome: Gained knowledge in ISO 9001:2015 and 5S

Final Step/Recommendation: NA

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Prepared by:

**EPIFANIA G. LORETO**
Head, DCE