

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

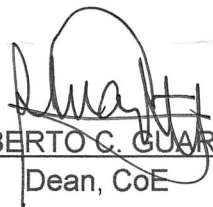
Prepared by:


DAHLIA R. ARPOCEPLE
Name of Staff

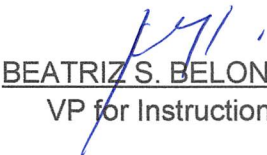
Reviewed by:


EPIFANIA G. LORETO
Department/Office Head

Recommending Approval:


ROBERTO C. GUARTE
Dean, CoE

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

100-100000

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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 Accomplish ment	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								



1. The first step in the process of creating a new product is to identify a market need. This can be done through market research, which involves gathering information about the target market and its needs. Once a market need has been identified, the next step is to develop a product that meets that need. This can be done through a process of prototyping and testing, which involves creating a small-scale version of the product and testing it with a group of potential customers. Once the product has been tested and found to be successful, the next step is to launch the product into the market. This can be done through a variety of marketing strategies, such as advertising, public relations, and direct sales.

2. The second step in the process of creating a new product is to develop a business plan. This plan should outline the company's goals, objectives, and financial projections. It should also include a detailed description of the product and the market it is intended to serve. The business plan is a critical document that is used to attract investors and secure financing for the company. It is also a useful tool for managing the company's operations and ensuring that it stays on track.

3. The third step in the process of creating a new product is to secure financing. This can be done through a variety of sources, including venture capitalists, angel investors, and banks. Each source has its own requirements and process for providing financing, so it is important to research and understand the options available. Once financing has been secured, the company can move forward with the development and launch of the new product.

Date	Description	Amount	Balance	Total
1/1/20	Initial investment	100,000	100,000	100,000
2/1/20	Product development costs	20,000	80,000	120,000
3/1/20	Marketing expenses	10,000	70,000	130,000
4/1/20	Sales revenue	30,000	100,000	160,000
5/1/20	Product development costs	15,000	85,000	175,000
6/1/20	Marketing expenses	10,000	75,000	185,000
7/1/20	Sales revenue	40,000	115,000	225,000
8/1/20	Product development costs	10,000	105,000	235,000
9/1/20	Marketing expenses	10,000	95,000	245,000
10/1/20	Sales revenue	50,000	145,000	295,000

	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, Report 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 reproduced 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

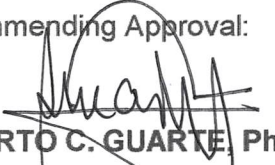
Comments & Recommendations for Development Purpose:
To attend trainings and seminars related to her work

Evaluated and Rated by:


EPIFANIA G. LORETO
Department 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

1. Name
2. Address
3. Phone
4. Date

Date

Date

Date

1. Name

2. Address

3. Phone

4. Date

5. Name

6. Address

7. Name

8. Address

9. Phone

1. Name	2. Address	3. Phone
4. Date	5. Name	6. Address
7. Name	8. Address	9. Phone

10. Name

11. Address

12. Phone

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to Dec. 2018
 Name of Staff: Dahlia R. Arzopu Position: Admin. Asst. 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

Department of Education - Bureau of Educational Research and Statistics

Form of Report of the Director of the Bureau of Educational Research and Statistics
 Name of School: _____
 Address: _____
 City: _____ State: _____

This report is to be filled out by the Director of the Bureau of Educational Research and Statistics of the Department of Education. It is to be filled out for each school in the Department of Education. It is to be filled out for each school in the Department of Education. It is to be filled out for each school in the Department of Education.

Rank	Grade	Subject	Comments
1	First	Reading	The student has a good understanding of the subject.
2	Second	Mathematics	The student has a good understanding of the subject.
3	Third	Science	The student has a good understanding of the subject.
4	Fourth	History	The student has a good understanding of the subject.
5	Fifth	Geography	The student has a good understanding of the subject.
6	Sixth	Physical Education	The student has a good understanding of the subject.
7	Seventh	Art	The student has a good understanding of the subject.
8	Eighth	Music	The student has a good understanding of the subject.
9	Ninth	Foreign Language	The student has a good understanding of the subject.
10	Tenth	Health	The student has a good understanding of the subject.

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10	Tenth	Health	The student has a good understanding of the subject.

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
 EPIPANIA G. LORETO

 Name of Head

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

Prepared by:


EPIFANIA G. LORETO
Head, DCE

