

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Faculty Member: Ms.Arlyn A. Guinipaan

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.85	70%	3.40
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
		TOTAL, NUMERICAL RATING	4.86

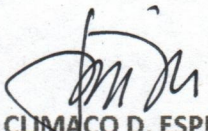
EQUIVALENT NUMERICAL RATING: 4.86
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding

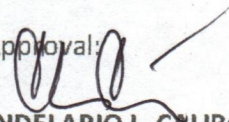
Prepared by:


ARLYN A. GUINIPAAN
Name of Administrative

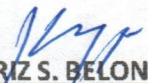
Reviewed by:


CLIMACO D. ESPINA, JR.
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Arlyn A. Guinipaan**, of the Department of Mathematics and Physics, **College of Arts and Sciences**, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2019** to **December 31, 2019**.

ARLYN A. GUINIPAAN

Administrative Aide VI

Date: _____

CLIMACO D. ESPINA JR.

Department Head

Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO's/PAPs	Success Indicators	Tasks Assigned	Actual		Rating				Remarks
			Target	Accomplishment	Quality	Efficiency	Timeline	Average	
Support to Operations									
	PI.1 Percentage of forms prepared/facilitated and encoded								
	<i>Projected/Tentative Workload</i>	Prepares and assigned tentative workload of all DMP faculty	90%	100%	5	5	4	4.67	Every Semester
	<i>Actual teaching load</i>	Prepares/encodes and submitted actual teaching load of DMP faculty to Registrar's Office	90%	100%	5	5	4	4.67	Every Semester
	<i>Individual Faculty Workload</i>	Prepares/encodes and submitted individual faculty workload of DMP faculty to Registrar's Office	90%	100%	5	5	4	4.67	Every Semester
	PI.2 Percentage of Instructional Materials prepare and facilitated	Prepares facilitates laboratory exercises	90%	100%	5	5	5	5.00	Every Semester
	PI.3 Percentage of government forms prepared and encoded and submitted	PPMP, CSR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms	90%	100%	5	5	4	4.67	Submit on time

	PI 4. Percentage of communications prepared and encoded	Letter of requests, certifications, justifications	90%	100%	5	5	5	5.00	
	PI 5. Percentage of documents attended and served	Facilitates student evaluation and submits to OVPI	90%	100%	5	5	5	5.00	Evaluation facilitator (every semester)
	PI 6. Number of contracts/payrolls facilitated/prepared /monitored	Prepares/monitor part timers/Jos contracts and payrolls	6	12	5	5	5	5.00	Every 15th and 30th month
	PI 7. Number of faculty/ staff monitored re leave of absence	Monitor/prepares leave of faculty/staff	5	21	5	5	4	4.67	faculty & Staff
	PI 8. Number of purchases (equipment, supplies and materials)of the dept facilitated and prepared and monitored	Facilitates/Prepares list of supplies /equipment purchased	6	8	5	5	4	4.67	
	PI 9. Percentage of Report Student Completion Grades recorded	Records of students completion grades in the grade sheets	90%	100%	5	5	4	4.67	Every month
	PI 10. Number of DMP documents consolidated/files:	Consolidate of DMP documents/files	200 documents	350 documents	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls, Permits
	PI.11 Number of documents mimeographing/xerox laboratory exercises and exams	Consolidate exercises/exams	200 documents	350 documents	5	5	4	4.67	
	PI.12 Number of Incoming memo's, letters recorded	Recording of incoming memo's, letters	200 documents	400 documents	5	5	5	5.00	Memo's from OP, OVPI, OVPRG, OVPAF, OVPRE other documents from diff. offices
	PI.13 Number of department meetings & university activities	Attended and served snacks during dept meetings & univ activities	6	8	5	5	5	5.00	Attended department activities


	PI 14. Percentage of students assisted	Enquiry regarding class schedules/instructors	90%	100%	5	5	5	5.00	
	PI.17. Additional Outputs								
		NEW ASSIGNMENT	50%	100%	5	5	5	5.00	
MFO 7. General Administration and Support Services (GASS)									
MFO2. Efficient and Customer friendly frontline service									
	PI.1 Number of efficient and customer friendly services rendered	Entertain students/ visitors/ clients with zero percent complaint served	0% complaint	no complaint	5	5	5	5.00	Entertained students, visitors, clients coming to office
Total Over-all Rating								87.33	
Average Rating								4.85	
Adjectival Rating								O	

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

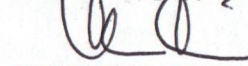
Comments & Recommendations for Development Purpose:

Attend trainings/ seminars for administrative staff


Evaluated and Review:


CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

“Exhibit I”

PERFORMANCE MONITORING FORM

Name of Employee: **MS. ARLYN A. GUINIPAAN**

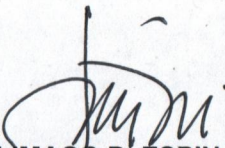
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Prepares/assigns faculty workload	Actual Teaching Load, Individual Faculty workload assigned by the faculty	July 2019	Aug. 2019	Aug.. 2019	Impressive	Outstanding	
2.	Prepares ISO documents	ISO documents	July 2019	Aug. 2019	Aug. 2019	Impressive	Very satisfactory	
3.	Prepares/Encode government forms and submitted	PPMP, DTR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms submitted	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	
4.	Prepares/encode purchased in the department	Submitted to budget	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Participates actively in all activities

6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Participates actively in all activities
7.	Perform other functions assign by the head, dean and the university	Reports	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Performs functions duly assigned to him

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CLIMACO D. ESPINA, JR.
 Unit Head

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July, 1, 2019 – Dec. 31, 2019

Name of Staff: Arlyn A. Guinipaan Position: Administrative Aide VI

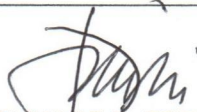
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	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. 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					

Overall recommendation : _____


CLIMACO D. ESPINA JR.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARLYN A. GUINIPAAN

Performance Rating: **Outstanding**

Aim: *To improve office operations.*

Proposed Interventions to improved computerized filing.

Date: _____

Target Date: One Year from Date of Intervention

First Step:

1. To computerized filing of faculty and staff CVs/PDS.
2. To attend a training on data management system.

Result:

1. Attended training on data management system
2. Systematic computerized filing and retrieval of documents achieved

Date: _____

Target Date: SY 2019-2020

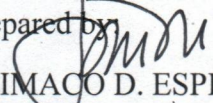
Next Step

1. Application of data base management system

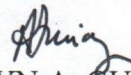
Outcome:

1. Efficient office operations

Final Step/Recommendation:

Prepared by

CLIMACO D. ESPINA JR.
Unit Head

Conforme:


ARLYN A. GUINIPAAN
Ratee