

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2017)

Name of Administrative Staff: Rhea Jenny A. Ogalesco

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.12	30%	1.25
TOTAL NUMERICAL RATING			4.39

TOTAL NUMERICAL RATING: 4.39

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING: _____

Prepared by:

RHEA JENNY A. OGALESCO
Name of Staff

Reviewed by:

ANABELLA B. TULIN
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA JENNY A. OGALESCO, of the OFFICE OF THE GRADUATE SCHOOL 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 to June, 2017


RHEA JENNY A. OGALESCO
 Ratee

Approved:


ANABELLA B. TULIN
 Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishments as of June 30, 2017	Rating			Remarks
						Quality	Efficiency	Timeliness	Ave
UMFO 1. Advance Education Services									
ODGS MFO 1. Graduate Degree Program Management Services									
	PI 1. No. of Graduate School publications released/published and distributed		1. Produced & published the GradNewsLine Vol. 4, No. 1 (Jan-June 2016 issue)	50 copies	70	4	4	4	4.00
			2. Produced & published the GradNewsLine Vol. 4, No. 2 2016 (July-Dec 2016 issue)	50 copies	70	5	4	4	4.33
			3. Produced & published the Graduate School Information Bulletin 2017 Issue	100 copies	150	5	4	4	4.33
			4. Conceptualized and laid-out the Formatting and Style of Graduate Theses and Dissertations Manual 2017	1 issue	1	5	4	5	4.67 For the approval of the Graduate Faculty Council then BOR
	PI2. Number of news articles prepared and submitted on-time		1. Wrote and submitted news articles related to OGS activities, programs, graduate staff and students	10 articles	15	4	5	4	4.33
	PI3. Number of articles gathered for the Science & Humanities Journal 2014, 2015 and 2016 issues		1. Coordinated with the S&H Journal Editor-in-Chiefs and gathered possible articles for inclusion in the 2014, 2015 and 2016 issues	30 articles	52	4	4	3	3.67

UMFO 4. Extension Services		UMFO 6. General Administration and Support Services (GASS)									
ODGS MFO 1. Administrative and Facilitative Services		ODGS MFO 2. Frontline Services									
PI1. Number of extension activities assisted/conducted	1. Facilitated and documented - Graduate School Office Blessing - Graduate Students Orientation - Graduate School Council meetings - Graduate Faculty meeting - Other activities of the Graduate School	5	5	5	5	5	5	5	5	5	5
PI2. Number of tarpaulins, certificates, programs, IDs and other printed materials laid-out and produced/used as needed	1. Conceptualized, laid-out and produced tarpaulins, certificates, programs, IDs and other printed materials	20	30	5	5	5	5	5	5	5	5.00
PI3. Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	1. Assisted the Graduate School Secretary transcribing the Graduate Faculty Meeting for the approval of the program proposals 2. Assisted other Graduate School staff with their word processing and computer/technical problems	50	65	5	5	5	5	5	5	5	5.00
PI4. Number of announcements posted in Graduate School Facebook page	1. Posted important announcements and reminders 2. Managed the Graduate School FB Page	15	20	5	5	5	5	5	5	5	5.00
PI5. Number of final examination observed and reports prepared	1. Prepared office communication to be signed by the Dean of Graduate School	10	17	5	5	5	5	5	5	5	4.67
PI6. Number of graduate manuscripts edited in accordance to BOR no. 40, ser. 2014	1. Reviewed and edited the format and style of graduate manuscripts	30	32	3	4	4	4	4	4	4	4
PI7. Number of requests from other units and/or university requests acted on-time	1. Serve upon request as facilitator on students' evaluation for the VSU faculties per OVPI's request	Upon request	1	5	4	4	4	4	4	4	4.33

	PI 1. Efficient and customer friendly frontline service	1. Serve clients with courtesy and friendly service	Zero percent complaint from client served	Zero percent complaint	5	5	5	5.00	
Total Over-all Rating								71.65	

Average Rating (Total Over-all rating divided by 16)	71.65 / 16
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.48
ADJECTIVAL RATING	VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

Received by:

Miriam M. Dela Torre
MIRIAM M. DELA TORRE
 PKPEO

Date: _____

Calibrated by:

for *Remberto A. Patindol*
REMBERTO A. PATINDOL, PhD
 Chairman, PMT

Date: _____

Recommending Approval:

Beatriz S. Belonias
BEATRIZ S. BELONIAS, Ph.D
 Vice President for Instruction

Date: _____

Approved by:

Edgardo E. Tulin
EDGARDO E. TULIN, Ph.D
 President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: Rhea Jenny Ogalesco

Position: Education Research Assistant I

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 superior)		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		50				
Average Score		4.17				

Overall recommendation : _____


 ANABELLA B. TULIN
 Name of Head