

COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARNULFO T. GALENZOGA

#	Particulars	Numerical Rating	Percentage Weight 70%	Equivalent Numerical Rating
	(1)	(2)	(3)	(2x3)
1	Numeral Rating per IPCR	4.598	70%	3.219
2	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.830	30%	1.449
	TOTAL			4.668
Total Numerical Rating		4.668		
Add: Additional points, If any		0		
Total Numerical Rating		4.668		
Adjectival Rating:		Outstanding		

Prepared by:

ARNULFO T. GALENZOGA
Admin. Asst. 2

Reviewed by:

ELIEZER L. VELASCO
University Registrar

Recommending Approval:

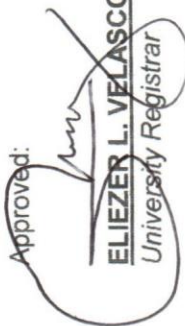
REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
University President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO T. GALENZOGA, of the Registrar's Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2017.

Approved: 
ELIEZER L. VELASCO
University Registrar


ARNULFO T. GALENZOGA
Ratee

MFO/PAPs	PERFORMANCE INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
Data base management of student records	1 Draft prepared	Prepare Schedule of Classes (college & senior high school)	1400	1874	5	5	5	5.00	
	2 Final schedule prepared		1400	1874	5	5	5	5.00	
	3 No. Schedule of exams prepared	Preparation of examination schedules: Midterm Finals	1400	1874	5	5	5	5.00	
	4		1400	1874	5	5	5	5.00	
	5 No. of schedule of classes finalized	Convert the final schedule of classes by block and by department to MS Word format	120	173	5	5	5	5.00	
	6 No. of class schedule encoded from Foxbase to MS Access database	Encode schedule of classes from Foxbase to MS Access Database	1400	1874	5	5	5	5.00	
	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	2000	2600	5	5	5	5.00	
	No. of exam schedule printed	Printing of exam schedules by department	15	20	5	5	5	5.00	
	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects.	1000	1300	5	5	5	5.00	
	No. of section/classes monitored	Updates and monitors class size by section during registration (summer/1stsem/2ndsem)	1400	1874	5	5	5	5.00	
	No. of Certificate of Registration (COR) printed	Print CORs of students	1000	1300	5	5	5	5.00	
	No. of enrollment list (in pages) prepared	Preparation of enrolment list	140	185	5	5	5	5.00	
	No. of students assigned	Prepares assignments of academic advisers for new students & transferees	200	260	5	5	5	5.00	
	No. of students assisted	Assists students conducting research required in their classes/degree.	6	8	5	5	5	5.00	
	No. of course shifter encoded	Encodes continuing students shifted to another curriculum	0	0	0	0	0	0.00	
	No. of pages prepared	Prepare list of candidates for graduation:	0	0	0	0	0	0.00	
	No. of pages prepared	a. department information	0	0	0	0	0	0.00	
		b. graduation rehearsal and program	0	0	0	0	0	0.00	
	No. graduates with Latin Honors granted automatic civil service eligibility.	Prepares list of graduates with Latin Honors for submission to the Civil Service Commission for granting them automatic civil service eligibility.	0	0	0	0	0	0.00	
		CHED Required Reports:							

MFO/PAPS	PERFORMANCE INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
17	No. of actual laboratory units enrolled inventoried	A report of inventory of laboratory units actually enrolled by	65	90	5	5	5	5.00	
18	No. of actual lecture units enrolled inventoried.	A report of actual inventory of lecture units enrolled by	65	90	5	5	5	5.00	
19	No. of enrollment data encoded	A report on enrollment data by curricular program & major	65	90	5	5	5	5.00	
20	No. of graduates data encoded	A report on list of graduates by degree program, major discipline	65	90	5	5	5	5.00	
21		DBM Required Reports:							
22	No. of enrollment projections for 3 calendar years	A report on projected enrollment of all courses for the last 3	35	46	5	5	5	5.00	
23	No. of total unit enrollment projections by degree program for 3 years	A report on projected total units enrollment by degree program for 3 years	35	46	5	5	5	5.00	
24	No. of FTE units reports for main and external campuses consolidated	A consolidate report on FTE of main & external campus	35	46	5	5	5	5.00	
25	No. of unweighted and weighted enrolment reports by program by level and discipline	A report on unweighted and weighted enrolment by program level, sex and discipline	35	46	5	5	5	5.00	
26	No. of statistical data prepared	Institution Report A report on enrollment & other statistical reports	18	25	5	5	5	5.00	
27	No. of Student with scholastic delinquency determined	No. of students determined	150	195	5	5	5	5.00	
28	No. of converted data from MS Access format the Foxbase Database format for backup	Converts data from MS Access format the Foxbase Database format saved	19000	25000	5	5	5	5.00	
29	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects and changing of curriculum of students.	100	400	5	5	5	5.00	
30	No. of class roster received	Receiving of class rosters	1,000	1,300	5	5	5	5.00	
31	No. of class rosters followed up	Follow-up the submission of Class Rosters not yet submitted after the deadline	30	39	5	5	5	5.00	
32	No. scholars' grades, GPA and units checked	Check grades, GPA and units enrolled of present and previous semester of applicants for scholarship	800	957	5	5	5	5.00	
33	No. of students assisted	Assists students conducting research required in their classes/degree.	5	7	5	5	5	5.00	
34	No. of list students with incomplete grades prepared	Preparing list of students with INC grades	1	3	5	5	5	5.00	
35	No. of grades sheets received	Receiving of grade sheets	1,000	1,300	5	5	5	5.00	
36	No. of emails downloaded	Emails downloaded and replied	20	30	5	5	4	4.67	
37	No. of pages of report on promotion printed	Print Report on Promotion	500	650	5	5	5	5.00	
38	No. of pages	Verifying and preparing list of professor by department who have not submitted the midterm and final grade	30	40	5	5	4	4.67	
39	No. of tracers sent	Prepare and send communications to Department Head and College Dean of the professor(s) who have not submitted	30	40	5	5	5	5.00	
	No. of class roster printed	Printing of class rosters	2,000	Instructors can generate their class rosters using the Cumulus					
	No. of class rosters corrected	Enter corrections and instructor's name of class rosters	1,000	the dept in-charge can update teachers load using the Cumulus					
	No. of ecopy of grade sheet generated	Ecopy of grade sheet by department	200	System generated thru the instructors portal					
	No. of grades sheets encoded	Encoding of midterm grades	15,000	Instructors are doing the encoding their midterm grades & submit the e-copy to the registrar's portal & prints the hard copy to the					
	No. of grades sheets encoded	Encoding of final grades	20,000	Instructors are doing the encoding their final grades & submit the e-copy to the registrar's portal & prints the hard copy to the registrar					

MFO/PAPs	PERFORMANCE INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
	No. of report of grades printed	Print report of grades for parents, students and permanent record			Q ¹	E ²	T ³	A ⁴	
	No. of diploma and name cards prepared	Prepares diploma and name cards of main and external	0	0				0.00	
	No. of certifications prepared	Preparation of student certifications	0	0				0.00	
	No. of pages	PRC Required Reports	0	0				0.00	
		A report on the list of graduates							
		CHED Required Reports	0	0				0.00	
	No. of pages	A report on the list of graduates							
		Total Over-all Rating			180	180	178	179.33	
					4.62	4.62	4.56	4.598	
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING						4.598	
		ADJECTIVAL RATING						0	
Received by:		Calibrated by:	Recommending Approval:	Approved by:					
TERESITA L. QUIÑANOLA		REMBERTO A. PATINDOL	BEATRIZ S. BELONIAS						
PRPEO		PMT Chair	Vice President for Instruction	EDGARDO E. TULIN					
Date:		Date:	Date:	Date:					

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: ARNULFO T. GALENZOGA

Position: Admin.Asst.2

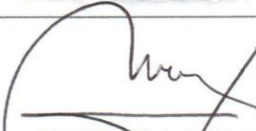
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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	58				
Average Score	4.830				

Overall recommendation : _____


ELIEZER L. VELASCO
Name of Head