COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

PEARL P. VISTAL

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.89	70%	3.42
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL NUM	ERICAL RATING	4.87

TOTAL NUMERICAL RATING:

4.87

Add: Additional Approved Points, if any:

0.00

FINAL NUMERICAL RATING

 $\frac{3.80}{4.87}$

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

PEARL P. VISTAL Name of Staff

IVY C EMNACE Head, DIST

Recommending Approval:

VICTOR B. ASIO Dean, CAFS

Approved:

BEATRIZ'S. BELONIAS
Vice President for Instruction

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Recommending Approved

29,45 June 1970

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Pearl P. Vistal, of the <u>Department of Food Science and Technology</u> commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>July to December 2018</u>

PEARL P. VISTAL Ratee Approved:

Y C EMNAGE
Head of Unit

VICTOR B. ASIC Dean, CAFS

Rating Remarks Program/ Activities/ Description of Actual Success Indicators Tasks Assigned Target Average Quality Accomplishment MFO's/PAPs **Projects** Advanced & Higher Number of Gradesheets Encode and print Encoded and printed 20 30 1st Semester, SY 2018encoded and Printed 5 Education Services gradesheet for 5 5.0 2019 **Submission to Graduate** School Reproduction Reproduce Exams, Lab Number of exams. 100 320 5 5 5.0 exercises, instrument for Exercises, Teaching Performance Evaluation evaluation reproduced for Students Number of OPCR, IPCR, Encodes faculty and Preparation and 20 35 5 5 5.0 PPMP & PR encoded and submission of administrative OPCR. IPCR, PPMP & PR reproduced documents reproduced Number of exams collate Collating Collate exams and 5 7 5 5 4 4-67 exercises Number of Report Recorded of students 5 15 Recording Student Completion 5 5 5 5.0 completion grades in the Grades recorded grade sheets General Administration and Support Services (GASS) Efficient and customer 0% complaint from client Frontilining Frontline services 100% no no valid friendly frontline service | served complaint complaint Student Services Documents requested by students served on time

	1. Number of overtime	Issuing of overtime	Facilitates students in	5	7	T	T	T	T	
	work permit issued to students	permit	issuance of permits			5	5	5	5.0	
	2. Number of Registration Permit, Overload forms, request for unscheduled subjects Issued	Preparation and issuance of documents	Issuance of document forms to students	50	70	5	5	5	5 .0	1st Semester, SY 2018- 2019 enrollment
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator	Facilitates Teachers Performance Evaluation	5 class schud.	10 class schedules	5	5	5	5 ∙0	Assigned at the Department of Pest Management
Secretariat Works	Number of Incoming and Outgoing documents recorded & released	Recording	Recording Incoming and outgoing documents	50	150 documents	5	4	5	4.67	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared and submitted outgoing documents	10	20	5	5	5	5.0	Letter requests, job requests & others
	Individual Faculty Workload			5	7	5	5	5	50	
	2. Actual Teaching Load			1	1	5	5	5	50	
	Projected faculty wokload for the succeeding semester			1	1	5	5	4	4.67	
	4. Standard government forms (travel Orders, DTRs, Pass slip, Application for Leave)			7	35	5	5	5	50	
	Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepared and Submitted PRs and PPMPs	5	10	5	5	5	5.0	Research and Extension Projects, GF & Lab. Share Fund.
	Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls	Prepared and submitted Payrolls	80	95	5	5	5	٥. ط	Research Assistants & Utility Workers
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared and submitted financial documents	15	20	D	5	5	5D	Liquidation, replenishment and reimbursements of Cash Advances for Research, Extension & Faculty and Staff
	Number of DFST documents consolidated/filed	Consolidating/filing	Consolidate/bound DFST documents/files	150	250	4	4	4	4.0	

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TABLE IN EVALUATION OF MS	Gather, encode, print and collate documents for AACCUP Evaluation	and collated documents for	20%	50%	5	り	5	ی روا	Area III- Curriculum & Instruction
					Total (Over-all	Rating	93·01:	

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	OUTSTANDING

Evaluated and Rated by:

Recommending Approval:

College Dean

Date: _____

Comments and Recommendations for Development

Monitoring of documents.

Approved by:

BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018
Name of Staff: PEARL P. VISTAL Position: Admin. Aide IV

Poor

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.
A		

The staff fails to meet job requirements

	. Commitment (both for subordinates and supervisors)			Sca	le	
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	3	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
Ű.	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
1.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5) 4	3	2	1
2.	Willing to be trained and developed	5	4	3	2	1
	Total Score					•
3.	Leadership & Management (For supervisors only to be rated by higher supervisor)		S	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	5	4	3	2	1

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od	Total Score		58			
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 . 4	3	2	0
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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	
	office/department aligned to that of the overall plans of the university.					I

Overall recommendation :

IVY & EMNACE Name of Head

assignment is not related to his position but critical lowerds the attainment of the

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : <u>PEARL P. VISTAL</u> Performance Rating :	· .							
Aim: To improve percentage of requested documents	ments on time							
Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:								
Date: JULY 2018	Target Date: <u>SEPTEMBER 2018</u>							
First Step:								
Monitor Ms. Vistal's performance regarding faculty	request of documents							
Result:								
Majority of requested documents were prepared o	n time.							
Date: OCTOBER 2018	Target Date: DECEMBER 2018							
Next Step:								
One-on-one meeting with Ms. Vistal								
Outcome:								
Her performance specific to document preparation	has improved							
Final Step/Recommendation:								
Required Ms. Vistal to facilitate preparation of doc	uments as required by the Faculty.							
	Prepared by:							
Conforme:	IVY C EMNACE Unit Head							

PEARL P. VISTAL
Ratee

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BEARLE VISTAL

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Proposed interventions to improve Herrormance and in Competence and Guardestion to ausume higher responsibilities.

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