

## 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
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87  
 Add: Additional Approved Points, if any: 0.00  
 FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**PEARL P. VISTAL**  
 Name of Staff


Reviewed by:

  
**IVY C. EMNACE**  
 Head, DEST

Recommending Approval:

  
**VICTOR B. ASIO**  
 Dean, CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

# COMMITTEE ON THE STATUS OF THE UNITED STATES

1964-1965

1964-1965

Number of Members	Number of Delegates	Number of Observers	Number of Guests
181	181	181	181
181	181	181	181

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**Approved:**

**IVY C. EMNACE**  
Head of Unit

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	1. Number of overtime work permit issued to students	Issuing of overtime permit	Facilitates students in issuance of permits	5	7	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
	1. Individual Faculty Workload			5	7	5	5	5	5.0	
	2. Actual Teaching Load			1	1	5	5	5	5.0	
	3. Projected faculty workload 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	5.0	
	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	5.0	Research Assistants & Utility Workers
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared and submitted financial documents	15	20	5	5	5	5.0	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	


Other Services	Assisted in the preparation of documents during the AACCUP Evaluation of MS Degree Program	Gather, encode, print and collate documents for AACCUP Evaluation	Gathered, encoded, printed and collated documents for AACCUP Evaluation	20%	50%	5	5	5	5.0	Area III- Curriculum & Instruction
Total Over-all Rating									93.0%	

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


Comments and Recommendations for Development Purpose:

Should improve processing and monitoring of documents.


Evaluated and Rated by:

  
**IVY C. EMNACE**  
 Head, DFST  
 Date: \_\_\_\_\_

Recommending Approval:

  
**VICTOR B. ASIO**  
 College Dean  
 Date: \_\_\_\_\_

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

**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	5	4	3	2	1



office/department aligned to that of the overall plans of the university.					
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	4.83				

Overall recommendation :

IVY O. EMNACE  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : PEARL P. VISTAL  
Performance Rating : \_\_\_\_\_

Aim: To improve percentage of requested documents on time

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: JULY 2018 Target Date: SEPTEMBER 2018

First Step:

Monitor Ms. Vistal's performance regarding faculty request of documents

Result:

Majority of requested documents were prepared on time.  
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Date: OCTOBER 2018 Target Date: DECEMBER 2018

Next Step:

One-on-one meeting with Ms. Vistal

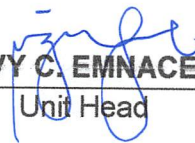
Outcome:

Her performance specific to document preparation has improved

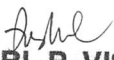
Final Step/Recommendation:

Required Ms. Vistal to facilitate preparation of documents as required by the Faculty.

Prepared by:

  
**IVY C. EMNACE**  
Unit Head

Conforme:

  
**PEARL P. VISTAL**  
Ratee



