



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: APAS, THELMA P.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.200
<b>TOTAL NUMERICAL RATING</b>			<b>4.595</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.5

ADJECTIVAL RATING: VS

Prepared by: \_\_\_\_\_

THELMA P. APAS  
Name of Staff

Reviewed by: \_\_\_\_\_

ELIZABETH S. QUEVEDO  
Department/Office Head

Recommending Approval: \_\_\_\_\_

MA. THERESA P. LORETO  
Dean, CAS

Approved: \_\_\_\_\_

BEATRIZ S. BELONIAS  
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. THELMA P. APAS, of the Department of Pure & Applied Chemistry 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 - December 2021.

THELMA P. APAS

Ratee

Approved:

ELIZABETH S. QUEVEDO

Head of Unit

MA. THERESA P. LORETO

Dean, CAS


Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
<b>General Administration and Support Services (GASS)</b>										
Efficient and customer friendly frontline service	0% complaint from client serve	Frontlining	Entertained clients	100% no complaint	Frontline services	5	5	5	5.00	
Student Services	Documents requested by students served on time									
Secretariat Works	Prepares, encode and compiles documents for ISO	Preparation, compilation and submission of documents to QAC	Facilitated submission and compilation of documents for ISO	80%	90%	5	4	4	4.33	
	Number of communications encodes and prints	Encode and print	Encoded and printed communications	95%	98%	5	5	4	4.66	
	Number of drafts and finalize for projected workload for 1st and 2nd sem. 2020-2021	Encode and print	Encoded and printed Proj. Workload for 1st and 2nd Semester	10	23	5	5	5	5.00	

	Number of accomplishment reports prepared and submitted	Encode and print	Encoded and printed accomplishment reports	20	30	5	5	5	5.00	
	Number of Report Student Completion Grades recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitated submission and filed Completion of Grades	15	30	5	5	5	5.00	
	Number of Incoming and Outgoing documents recorded & released	Printing and submission of documents	Printed, recorded and Released documents	80	90	5	4	5	4.66	
	Number of OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Preparation and submission of documents	Printed, reproduced and submitted OPCR, IPCR, PPMP, and PR	20	45	5	5	5	5.00	
	Number of documents prepared and submitted	Preparation and submission of documents	Prepared and submitted various documents	15	35	5	5	5	5.00	
	1.Job Requests Preparation	Preparation and Submission of Job Requests	Prepared and submitted Job Request	7	10	5	4	5	4.66	
	3. Projected faculty wokload for the succeeding semester	Preparation of Projected Workload	Prepared Projected Workload	12	20	5	5	5	5.00	
	4. Standard government forms	Preparation and submission of standard government forms	Prepared and processed Standard Government forms	40	45	5	5	5	5.00	
	Number of Purchase Requests, PPMPs	Preparation of PR's and PPMPs	Prepared PPMP's, PR's and RIS	6	10	5	5	5	5.00	
	Number of Payrolls prepared (twice per month)	Preparation and submission of Payrolls	Prepared payrolls of overtime pay and JO's	5	6	5	4	5	4.66	



	Number of outgoing and incoming communications prepared and submitted to concerned units	Preparation, submission of outgoing communications	Prepared Outgoing/Incoming communications	20	35	5	5	5	5.00	
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepared vouchers of Cash advances for Replenishments	8	10	5	5	5	5.00	
	Number of DoPAC documents consolidated/filed	Consolidating/filing	Filed and consolidated DoPAC documents	40	50	5	5	5	5.00	
Other Services		Does task assigned as member of the committee		10	12	4	5	4	4.33	
Total Over-all Rating									87.30	
Average Rating:									4.85	
Adjectival Rating:									O	

Evaluated and Rated by:

  
ELIZABETH S. QUEVEDO

Head, DoPAC

Date: \_\_\_\_\_

Recommending Approval:

  
MA. THERESA P. LORETO

College Dean

Date: Feb. 8, 2022

Approved by:

  
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 2/17/22

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.5
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Attend more training on computer-literacy

Evaluated & Rated by:

*Elizabeth S. Quevedo*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date: 2/8/2022

Recommending Approval:

*MA. Theresa P. Loreto*

**MA. THERESA P. LORETO**

Dean, CAS

Date: Feb - 8, 2022

Approved by:

*Beatriz S. Belonias*

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

1-Quality

2- Efficiency

3- Timeliness

4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2021**

Name of Staff: **THELMA P. APAS**

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
Score	Total 47				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	47 + 21 = 68				
Average Score	4.0				

Overall recommendation : Minimize habitual tardiness in reporting to work, accepts accountability for the overall performance and be effective in accomplishing assigned tasks and in delivering the output required of the department.

  
**ELIZABETH S. QUEVEDO**  
 Head, DoPAC

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: THELMA P. APAS  
Performance Rating: \_\_\_\_\_

Aim: Aspire for an outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Attendance to computer literacy training workshop

Results:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:


\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
**ELIZABETH S. QUEVEDO**  
DoPAC Head

Conforme:

  
**THELMA P. APAS**  
Name of Ratee Faculty/Staff