



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MARILYN A. ORQUILLA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.22
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: 4.42

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.42

FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARILYN A. ORQUILLA
Name of Staff

Reviewed by:

JOEL Q. MABALHIN
Head, DTE

Recommending Approval:

BAYRON S. BARREDO
Dean, CoEd

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marilyn A. Orquilla, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2020.

Marilyn A. Orquilla
Administrative Aide VI
Date: January 5, 2021

Approved:

Joel Q. Mabalhin
Department Head
Date: 01-06-2021

Bayron S. Barredo
College Dean
Date: 01/04/2021

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments as of July-Dec. 2020	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from clients served	Clients served	100% no complaint	100% no complaint	5	4	5	4.67	
Student Services	Documents requested by students served on time: <ul style="list-style-type: none"> Students' assessment forms (midterm & final) Registration Permit Students' copy of grades Overload forms Shifting forms Unscheduled Subjects 	Served documents on time as requested	95%	95%	5	5	4	4.67	
	Percentage of requested documents issued on time	Issued documents on time as requested	95%	95%	4	5	4	4.33	
Secretariat Works	Number of Documents prepared on time: <ul style="list-style-type: none"> Communication Standard government forms Trip tickets Requisition Issue Slip (RIS) Purchase Request Travel Order Payroll of Cooperating Teachers 	Prepared and submitted documents within specified time	75	87	5	5	4	4.67	


	<ul style="list-style-type: none"> - Disbursement Vouchers - Daily Time Records - Cash Advance of travels - Liquidation of travels 								
Project Procurement Management Plan (PPMP)	Prepared and encoded DTE PPMP with attached PR	Prepared and encoded PPMP with attached PR within specified time	5	5	5	4	4	4.33	
Other Services	Prepared and submitted payrolls for processing of incentives to DepEd cooperating Supervisors, Principals and Teachers	Prepared and submitted payrolls within specified time	30	50	5	5	4	4.67	
	Delivered incentives to DepEd Cooperating Supervisors, Principals, and Teachers	Delivered incentives to cooperating supervisors, principals and teachers as scheduled	50	50	5	5	4	4.67	
Total Over-all Rating					4.14	4.7	4.14	4.57	

Average Rating (Total Over-all Rating divided by 4)		4.57
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.57
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

All this time, your great contributions as administrative aide of the department are very much recognized. But, it cannot be denied, there are some lapses of your work because of your age.

Evaluated & Rated by:


JOEL Q. MABALIN
 Dept/Unit Head

Date: 01-04-2021

Recommending Approval:


BAYRON S. BARREDO, Ph.D.
 Dean/Director

Date: 01-04-2021

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
 Vice President

Date: 1/28/21

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 - December 2020

Name of Staff: MARILYN A. ORQUILLA

Position: Administrative Aide VI

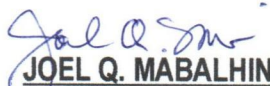
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

Total Score					33
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 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					24
Average Score					3.4

Overall recommendation : She needs to retire.


JOEL Q. MABALHIN

Printed Name and Signature
Head of Office