

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July to December, 2017)

Name of Administrative Staff: RHEA JENNY A. OGALESCO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	9.59	20%	1.918
TOTAL NUMERICAL RATING			5.11

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 9.57

ADJECTIVAL RATING: _____

Prepared by: plazlesco

RHEA JENNY A. OGALESCO
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
VP for Administrative and Finance

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2017

Name of Staff: Rhea Jenny Ogalesco

Position: Education Research Assistant

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 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		78				
Average Score		4.59				

Overall recommendation : _____

Anabella B. Tulin
ANABELLA B. TULIN
 Dean, Graduate School

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA JENNY A. OGALESCO, of the OFFICE OF THE GRADUATE SCHOOL 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 to December, 2017.


RHEA JENNY A. OGALESCO
 Ratee

Approved:


ANABELLA B. TULIN
 Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
UMFO 1. Advance Education Services										
ODGS MFO 1. Graduate Degree Program Management Services										
		PI 1. No. of Graduate School publications released/published and distributed	1. Produce & publish the Formatting and Style of Graduate Theses and Dissertations Manual	1 issue	1	4	3	3	3.33	Graduate faculty have not convened yet for the approval of the manual for BOR
			2. Produce & publish the GradNewsLine Vol. 5, No. 1 (Jan-June 2017 issue)	100 copies	150	5	5	4	4.67	
			3. Produce & publish the GradNewsLine Vol. 5, No. 2 (July-Dec 2017 issue)	100 copies	150	5	5	4	4.67	For printing and distribution
		PI2. Number of news articles prepared and submitted on-time	1. Write and submit news articles related to OGS activities, programs, graduate staff and students	10 articles	12	5	5	5	5.00	
		PI3. Number of articles gathered for possible inclusion in the Science & Humanities (S&H) Journal 2017	1. Coordinate with the S&H Journal Editor-in-Chief and gather possible articles for inclusion in the 2017 issue	10 articles	50	4	4	4	4.33	
		PI4. Number of articles managed, evaluated and laid-out for 2014, 2015 and 2016 S&H Journal issues	1. Manage and evaluate the selected articles from the authors and reviewers for inclusion in the 2014, 2015 and 2016 S&H Journal issues 2. Package and lay-out articles for the S&H Journal	30 articles	57	3	4	2	3.00	Editors-in-Chief have not yet selected articles to be included in the said journals since they have equally important matters to attend to

[illegible]

Average Rating (Total Over-all rating divided by 15)		68.33/15
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by:


MIRIAM M. DELA TORRE
PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL, PhD
Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D
Vice President for Instruction

Date: _____

Approved by:


EDGARDO E. TULIN, Ph.D
President

Date: _____