

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: SHERYL M. SUYOM


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.78	70%	3.35
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


SHERYL M. SUYOM
Name of Staff

Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

SHEET 1

Name of Addressee Staff

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Product Numerical Rating (2x3)
A. Numerical Rating per RCR	4.78	70%	3.35
10. Supervisor's assessment of his contribution towards attainment of office accomplishments	4.57	30%	1.36
TOTAL WEIGHTED AVERAGE			4.75

TOTAL NUMERICAL RATING
Add. Additional Rating (if any)
TOTAL NUMERICAL RATING
FINAL NUMERICAL RATING
ADJUSTED RATING

Prepared by

Prepared by

Department of State
Department of State

Department of State
Department of State

Recommended by

Department of State
Department of State


Approved

Department of State
Department of State

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHERYL M. SUYOM, of the Department of Pest Management 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 2018 to December 2018.


SHERYL M. SUYOM
Ratee

Approved: 
JESUSITO L. LIM
Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Administrative Support Services	# of course materials typed	Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines and examinations.	445	800	5	4	5	4.67	
	# of DTR/CSR prepared, checked, countersigned and recorded	Prepared /checked/distributed Daily Time Record for Administrative staff, typed regular faculty monthly Certificate of Service Rendered (CSR)	72	75	5	4	5	4.67	
	# of Travel Order, Application for Leave prepared/checked/recorded	Prepared Travel Orders (TOs), Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form)	54	80	5	4	5	4.67	
	# of copies for faculty/staff meetings printed/routed	Suggested typed/printed and distributed minutes of the meeting for faculty and staff.	35	40	5	4	5	4.67	
	# of documents prepared and Processed	Typed/printed Appts, PR, RAIS, Vouchers, PPMP, OIC, Teaching Perf. Eval. forms for Faculty and IPCR.	12	75	5	5	5	5.0	
	# of documents photocopied, sorted and filed	Sorted and filed incoming/outgoing communications, reports and memoranda.	500	885	5	4	5	4.67	

	# of exams	Act as proctor (Midterm, Long Hour, Finals)	1	1	5	5	5	5.0	
	# of students/subjects evaluated	Act as Facilitator/Evaluator	8	8	5	4	5	4.67	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc.	80%	100%	5	5	5	5.0	
Total Overall Rating									

Average Rating (Total Over-all rating divided by 4)		4.78	Should attend more training.
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.78	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:


JESUSITO L. LIM
 Head, DPM

Date: _____

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period July – December 2018
(Accomplishments)

Name of Staff: SHEYRL M. SUYOM

Position: Administrative Aide III

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 Title	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.	Maximize 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 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		50/52
Average Score		4.67

Overall recommendation: _____

Name of the Supervisor/Officer

Name of the Subordinate/Officer

Please evaluate the effectiveness of your subordinate in contributing towards the achievement of the organization's goals and objectives. Please indicate your rating in the space provided below. (Include your rating.)

Scale	Very Satisfactory	Satisfactory	Good	Fair	Unsatisfactory
5	4	3	2	1	0
4	3	2	1	0	0
3	2	1	0	0	0
2	1	0	0	0	0
1	0	0	0	0	0
Total Score					
Average Score					
1	2	3	4	5	6
2	3	4	5	6	7
3	4	5	6	7	8
4	5	6	7	8	9
5	6	7	8	9	10
6	7	8	9	10	11
7	8	9	10	11	12
8	9	10	11	12	13
9	10	11	12	13	14
10	11	12	13	14	15
11	12	13	14	15	16
12	13	14	15	16	17
13	14	15	16	17	18
14	15	16	17	18	19
15	16	17	18	19	20
16	17	18	19	20	21
17	18	19	20	21	22
18	19	20	21	22	23
19	20	21	22	23	24
20	21	22	23	24	25
21	22	23	24	25	26
22	23	24	25	26	27
23	24	25	26	27	28
24	25	26	27	28	29
25	26	27	28	29	30
26	27	28	29	30	31
27	28	29	30	31	32
28	29	30	31	32	33
29	30	31	32	33	34
30	31	32	33	34	35
31	32	33	34	35	36
32	33	34	35	36	37
33	34	35	36	37	38
34	35	36	37	38	39
35	36	37	38	39	40
36	37	38	39	40	41
37	38	39	40	41	42
38	39	40	41	42	43
39	40	41	42	43	44
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41	42	43	44	45	46
42	43	44	45	46	47
43	44	45	46	47	48
44	45	46	47	48	49
45	46	47	48	49	50
46	47	48	49	50	51
47	48	49	50	51	52
48	49	50	51	52	53
49	50	51	52	53	54
50	51	52	53	54	55
51	52	53	54	55	56
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205	206	207	208</		

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheryl M. Suyom
Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: _____

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: *Should attend more trainings.*

Prepared by:

JL
JESUSITO L. LIM
Unit Head

Conforme: *[Signature]*
SHERYL M. SUYOM
Name of Ratee Faculty/Staff

Exhibit 1

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael A. Smith
Performance Rating: Outstanding

Area:

Proposed Intervention to Improve Performance:

Date: October 1991

First Step:

Result:

Date: February 1992

Next Step:

Comments:

Final Recommendation:

Reviewed by:

Michael A. Smith
Unit Head

Reviewed by:
Michael A. Smith
Director of State Personnel