

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July – December 2017)

Name of Administrative Staff: LILIBETH VICTORIA V. PAGALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	x 70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING
ADD: Additional Approved Points, if any
TOTAL NUMERICAL RATING


ADJECTIVAL RATING

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:
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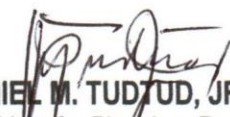
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4.66

Very Satisfactory

Prepared by:


LILIBETH VICTORIA V. PAGALAN
Admin. Aide III

Reviewed by:


DANIEL M. TUDTUD, JR.
Vice-President for Planning, Resource
Generation, & External Affairs

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August to December, 2017.

LILIBETH VICTORIA V. PAGALAN
Ratee

Approved:

DANIEL M. TUPTUD, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
Administrative Services and Support Service Management	Efficient and customer-friendly frontline service	Serve clients with courtesy and friendly service	Zero complaint	Zero complaint	5	5	5	5.00	
	Prompt and speedy action of administrative and financial documents	Receive and record incoming/outgoing documents for VP's action	300	515	5	5	4	4.67	
		Prepare and process administrative/financial documents on time	6	13	4	4	4	4.00	
	Records Management	File communication and other documents	90	112	5	5	5	5.00	
	Faculty Evaluation	Facilitate student evaluation of faculty members of the DGE for the first semester of SY 2017-2018	4 Faculty/19 Courses	4 Faculty/19 courses	5	5	5	5	

Planning, Management, and Monitoring Services	Number of reports submitted within the prescribed period	Update VSU data for CHED HEMIS	5 Forms	5 Forms					
	* CHED HEMIS data collection/update	Receive and file OPCR for review by the PMT	70	83	5	5	5	5	5.00
	* No. of OPCR (targets and accomplishments) received	Act as secretariat. Photocopy output of the planning workshop			5	5	5	5	5.00
	Workshop attended and assisted								
	* Planning workshop on Sustainable Income Generation for the University Strategic Plan 2017-2022								
Other Task Assigned	Transcription of reviewed RF and STF projects	Transcribe reviewed RF and STF projects	3 proj reports transcribed	4 proj reports transcribed	2	2	2	2	2.00
Total Over-all Rating					41	36	35	40.67	

Average Rating	4.52	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality	-	
Approved Additional points (with copy of approval)	-	
FINAL RATING	4.52	
ADJECTIVAL RATING	Very Satisfactory	

Received by:

TERESITA L. QUINANOLA
PRPEO

Date:

Calibrated by:

REMBERTO PATINDOL
Chairman, PMT

Date:

Recommending Approval:

DANIEL M. TUPTUD, JR.
VP for PRGEA

Date:

Approved by:

EDGARDO E. TULIN
President

Date:

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: AUGUST-DECEMBER 2017

Name of Staff: LILIBETH VICTORIA V. PAGALAN Position: ADMIN. AIDE III

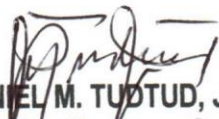
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/ campus using the scale below. Encircle your rating.

Scale	Descriptive 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	60				
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					
Average Score					

Overall recommendation : _____


DANIEL M. TUOTUD, JR.
 VP for Planning, Resource Generation
 & External Affairs