

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.90	x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>

TOTAL NUMERICAL RATING : 4.93  
 ADD: Additional Approved Points, if any : -  
 TOTAL NUMERICAL RATING : 4.93

ADJECTIVAL RATING : 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 November, 2017.

LILIBETH VICTORIA V. PAGALAN  
Ratee

Approved: DANIEL M. TUTUD, JR.  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer friendly frontline service Administrative Services	Zero percent complaint from clients served	-	No complaint	No complaint	5	NA	NA	5	
	Prompt and speedy action of administrative and financial documents	Received and record incoming/outgoing documents for VP action	250	403	5	4.8	4.8	4.87	
		Prepare and process documents (Travel Order, Itinerary of Travel, Cash Advance, Reimbursement, Purchase Request ,PPMP, etc.)	6	11	5	4.8	4.8	4.87	
	Trainings/Workshops/Reviews attended and assisted	Photocopy output of the planning workshop on Sustainable Income Generation for the University Strategic Plan 2017-2022	50 sets	50 sets	5	5	5	5	
	Records Management	File documents	80	102	5	5	5	5.00	



Planning, Management, and Monitoring Services	Number of reports submitted within the prescribed period	Update and submit online HEMIS CHECKS data 2017	1	1	5	5	5	5	5	5.00	
Other Tasks Assigned	* CHED HEMIS Data Collection for Normative Financing 2017	Update and submit online HEMIS CHECKS data 2017	1	1	5	5	5	5	5	5.00	
	* Monitor submission of OPCR targets and accomplishments	Monitor/receive OPCR (targets and accomplishments) of the different colleges, departments, center, and offices	40	40	4.5	4.5	4.5	4.5	4.5	4.50	
Total Over-all Rating	Student evaluation of faculty	Facilitate student evaluation of 4 faculty members (with a total of 19 courses handled for the first semester of SY 2017-2018) of the Department of Geodetic Engineering	19 courses	19 courses	5	5	5	5	5	5.00	
					39.5	34.1	34.1	34.1	34.1	39.23	

Average Rating (Total Over-all rating divided by 8)		4.90
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.90
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by:

Calibrated by:

Recommending Approval:

Approved by:

*[Signature]*  
Planning Office

*[Signature]*  
REMBERTO A. PATINDOL  
PMT

*[Signature]*  
DANIEL M. TUTTUD, JR  
VP for PR&EA

*[Signature]*  
EDGARDO E. TULIN  
President

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

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

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

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

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

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: AUGUST-NOVEMBER 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.

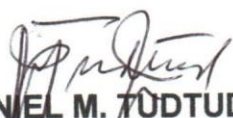
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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>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					
Average Score					

Overall recommendation : \_\_\_\_\_



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