



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Yolanda U. Balbarino

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:
Yolanda U. Balbarino
YOLANDA U. BALBARINO
Name of Staff

Reviewed by:
Queen Ever Y. Atupan
QUEEN EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
Dean/Director

Approved:


Remberto A. Patindol
REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Yolanda U. Balbarino**, Administrative Aide III of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2020 to June 30, 2020.


YOLANDA U. BALBARINO
 Ratee


Approved by:


QUEEN EVER Y. ATUPAN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
MFO1 ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
MFO2 FINANCIAL MANAGEMENT : Disbursement/ Processing Services	Number of funds disbursed with approved documents with customer satisfaction and error free.	Received and encoded vouchers and payrolls ready for check issuance and cash payment	8,300	7,506	90.43%	5	4	5	4.67	
		Sorted payrolls and vouchers by funding and turned over to check preparation incharge	8,300	7,506	90.43%	5	4	5	4.67	
		Encoded check issued ready for release	10,200	6,015	58.97%	5	4	5	4.67	
MFO3 FINANCIAL REPORT PREPARATION	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Prepared Report of Check Issued and Cancelled for Fund PCC, RF 161	15	18	120%	5	5	5	5.00	
		Cross checked paid vouchers/payrolls against the cash book	500	600	120%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
		Stamped "Paid" to paid vouchers and payrolls of the assigned funds.	1,100	600	54.55%	5	4	4	4.33	
		Generated, binded and submitted Report of Checks Issued and Cancelled.	10	12	120%	5	5	5	5.00	
MFO4 COLLECTION SERVICES	Number of collection receipted and promptly deposited on the following working day.	Received and receipted income of the university during peak season and in the absence of incharge.	400	450	112.50%	5	5	5	5.00	
MFO6 INNOVATION & BEST PRACTICES SERVICES	Number of best practices achieved	Immediate response of claims and inquiry.	1	1	100%	5	5	5	5.00	
Total Over-all Rating		48.33								
Average Rating (Total Over-all rating divided by 10)		4.83		Comments & Recommendations for Development Purpose: Recommended for promotion. Attend health awareness program and activities for better health.						
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.83								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:




QUEEN EVER Y. ATUPAN

Dept./Unit Head

Date: _____

Recommending Approval:




LOUELLA C. AMPAC

Dean/Director

Date: _____

Approved by:



REMBERTO A. PATINDOL

Vice President

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Yolanda U. Balbarino 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 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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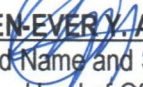
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11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score		57			
B. Leadership & Management (For supervisors only to 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		4.75			

Overall recommendation : Recommended for promotion. Attend health awareness program and activities for better health.


QUEEN-EVERY Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Yolanda U. Balbarino
Performance Rating: 4.81

Aim: Improved performance in receiving and releasing of documents and checks.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Ask her to monitor the flow of documents from receipt till releasing of checks to payee.

Result: Incoming documents were properly monitored till payment transactions were completed.

Date: April 1, 2020 Target Date: June 30, 2020

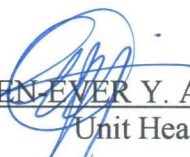
Next Step: Procured new computer unit to improve her performance in the tracking of documents.

Outcome: Tracing of transactions was improved.

Final Step/Recommendation:

Recommended for promotion. Attend health awareness program and activities for better health.

Prepared by:


QUEEN EXER Y. ATUPAN
Unit Head

Conforme:


YOLANDA U. BALBARINO
Name of Ratee Faculty/Staff