

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January – June 2018

Name of Administrative Staff: EDRIAN PAOLO B. TULIN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

EDRIAN PAOLO B. TULIN

Name of Staff

Reviewed by:

FRANCISCO G. GABUNADA, JR.

Office Head

Recommending Approval:

FRANCISCO G. GABUNADA, JR.
Executive Assistant

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDRIAN PAOLO B. TULIN, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June, 2018.


EDRIAN PAOLO B. TULIN
Ratee

Approved: 
FRANCISCO G. GABUNADA, JR.
Head of Unit

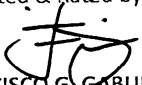
MFO & PAPS	OP MFO	Success Indicators	Tasks Assigned	Target for January – June 2018	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO 6. General Admin and Support Services	OP MFO 1	Zero complaint administrative services from clients	Answer phone calls accurately and timely	Zero complaint	Zero complaint	5	5	5	5	
			Customer-friendly assistance of walk-in office clients	Zero complaint	Zero complaint	5	5	5	5	
	OP MFO 2	Effective and efficient management of paper works and services	Assist in the projects and graduate classes of the president	5	5	5	4	5	4.67	
		Effective and efficient public relations services	Compile and retrieve records	20 bound files	30	5	5	4	4.67	
			Facilitate photocopying/reproduction services	10,000	15,000	5	5	5	5	
		Effective and efficient president's calendar management	Assist in events organization/coordination and documentation	30	30	5	4	5	4.67	
			Facilitate/document meetings/travels	100%	100%	5	5	5	5	
			Comply committee assignments	100%	100%	4	5	5	4.67	
Total Over-all Rating									38.68	

Average Rating (Total Over-all rating divided by 8)		4.84
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations
for Development Purpose:**

*Need exposure to training/learning
experiences to improve provision
of services as personal assistant
to Agency Head.*

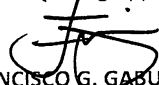
Evaluated & Rated by:



FRANCISCO G. GABUNADA, JR.
Unit Head

Date: _____

Recommending Approval:



FRANCISCO G. GABUNADA, JR.
Executive Assistant

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: January – June 2018Name of Staff: Edrian Paolo B. Tulin Position: Administrative Officer II

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	16				
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	4.67				

} NA

Overall recommendation : _____


FRANCISCO G. GABUNADA, JR.
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Office of the President

Head of Office: Francisco G. Gabunada, Jr.

Name of Faculty/Staff: Edrian Paolo B. Tulin Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <i>Discuss job-related accomplishments, problems and plans.</i>	<i>• First working day of the month. • As the need arises.</i>				
Coaching <i>Discuss ways to improve the execution of assigned tasks.</i>	<i>• First working day of the month. • As the need arises.</i>				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


FRANCISCO G. GABUNADA, JR.
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Edrian Paolo B. Tulin

Performance Rating: _____

Aim: Improve provision of personal assistance to the agency head.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: February 2019

First Step: Visit offices of other universities/institutions to interact observe and learn best practices in provision of personal assistance to the agency head.

Result: Identify best practices that can be applied in the provision of personal assistance to the agency head.

Date: _____ Target Date: March 2019

Next Step: Apply and evaluate the identified best practices.

Outcome: Consolidate proven best practices in the provision of personal assistance to agency head.

Final Step/Recommendation:

Apply proven best practices in the provision of personal assistance to agency head.

Prepared by:



FRANCISCO G. GABUNADA, JR.

Unit Head

CONFORME:


EDRIAN PAOLO B. TULIN
Ratee