

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING

Rating Period: JULY TO DECEMBER 2017

Name of Administrative Staff: FLORANTE G. DIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

FLORANTE G. DIDAL
Name of Staff

Reviewed by:

TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Personnel Records and Performance Evaluation Office 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 1, 2017 to December 31, 2017**.

Approved: 
TERESITA L. QUINANOLA
Head of Unit


FLORANTE G. DIDAL
Ratee

MFO & PAPs		Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management										
Efficient & customer friendly frontline service		Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5	5.00
Personnel Development and Management										
Personnel development recommendations endorsed to appropriate Personnel Board/Office of		No. of leave applications	Attaches approved leave applications to payroll	2400	2478	5	5	5	5	5.0
Personnel Records Development and Management										
Percentage of CSC/DBM rules and policies on leave administration complied/implemented		No. of leave applications	Processes, encodes, sorts and countersigns leave applications of casual/contractual employees	700	720	5	4	4	4	4.33
		No. of DTR/CSR	Processes, encodes, sorts and countersigns leave applications of regular employees	1400	1539	5	4	4	4	4.33
			Sorts, checks and monitors submission of DTR/CSR	3600	3780	5	5	5	5	5.00
Total Over-all Rating										23.67
FLORANTE G. DIDAL		Average Rating :			4.73	Comments & Recommendations for Development Purposes:				
		Additional Points:								
		Punctuality								
		Approved Additional points (w/ copy of approval)								
		FINAL RATING			4.73					
		ADJECTIVAL RATING			OUTSTANDING					

Received by:

Calibrated by:

Recommending Approval:

Approved by:

PRPEO

Date: _____


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____


REMBERTO A. PATINDOL
Vice President

Date: _____


EDGARDO E. TULIN
President

Date: _____

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

Name of Staff: FLORANTE G. DIDAL 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
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		60/12				

Overall recommendation : _____

5.0


 TERESITA L. QUIÑANOLA
 Head of Office