

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

Name of Administrative Staff: JULIA A. TABINAS

| Particulars<br>(1)                                                                                     | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 1. Numerical rating per IPCR                                                                           | 4.87                    | 70%                      | 3.41                                    |
| 2. Supervisor/Head's assessment of his<br>contribution towards attainment of<br>office accomplishments | 4.94                    | 30%                      | 1.48                                    |
| TOTAL NUMERICAL RATING                                                                                 |                         |                          | 4.89                                    |

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

4.89

4.89

ADJECTIVAL RATING:

Q

Prepared by:

JAT

JULIA A. TABINAS

Name of Staff

Reviewed by:

ANTONIO P. ABAMO  
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period July 2017 to December 2017

*Julia A. Tabinas*  
**JULIA A. TABINAS**  
 Ratee

Approved: *Antonio P. Abamo*  
**ANTONIO P. ABAMO**  
 Head of Unit

| MFO & PAPs                      | Success Indicators                                                                   | Task assigned | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---------------------------------|--------------------------------------------------------------------------------------|---------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|                                 |                                                                                      |               |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Administrative Support Services |                                                                                      |               |        |                       |                |                |                |                |         |
|                                 | <b>Preparation of policies/issuances/correspondence</b>                              |               |        |                       |                |                |                |                |         |
|                                 | No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared         | incharge      | 42     | 67                    | 5              | 4              | 5              | 4.67           |         |
|                                 | <b>Issuance of existing documents</b>                                                |               |        |                       |                |                |                |                |         |
|                                 | No. of documents issued to requesting party (Grades/registration forms/certificates) | assistant     | 375    | 620                   | 5              | 5              | 5              | 5.00           |         |
|                                 | <b>Clearance from office accountability</b>                                          |               |        |                       |                |                |                |                |         |
|                                 | No of staff/students Cleared from accountability                                     | incharge      | 135    | 250                   | 5              | 4              | 5              | 4.67           |         |
|                                 | <b>Secretariat work</b>                                                              |               |        |                       |                |                |                |                |         |
|                                 | No. of documents encoded and printed                                                 | incharge      | 675    | 847                   | 5              | 5              | 5              | 5.00           |         |
|                                 | Act as department secretary (since June 2014)                                        |               | 5      | 7                     | 5              | 5              | 5              | 5.00           |         |
|                                 | <b>Information and record management</b>                                             |               |        |                       |                |                |                |                |         |
|                                 | No. of incoming/ outgoing documents recorded                                         | assistant     | 100    | 185                   | 5              | 5              | 5              | 5.00           |         |
|                                 | No. of documents filed/archived/retrieved                                            | incharge      | 275    | 409                   | 4              | 5              | 5              | 4.67           |         |
|                                 | Emails                                                                               |               |        |                       |                |                |                |                |         |
|                                 | No. of emails downloaded and filed                                                   |               |        |                       | 5              | 5              | 5              | 5.00           |         |
|                                 | No. of email attachment downloaded                                                   | incharge      | 120    | 210                   | 5              | 5              | 5              | 5.00           |         |
|                                 | <b>Preparation of Standard Government Forms</b>                                      | incharge      | 120    | 206                   | 5              | 5              | 5              | 5.00           |         |
|                                 | <b>Claims/Reimbursements</b>                                                         |               |        |                       |                |                |                |                |         |
|                                 | Travel order, Cash advances, trip ticket, RIS prepared                               | incharge      | 12     | 25                    | 5              | 5              | 5              | 5.00           |         |
|                                 | No. of itinerary of travel, liquidation report prepared                              | incharge      | 6      | 12                    | 5              | 5              | 5              | 5.00           |         |
|                                 | No. of purchase request, Job request prepared                                        | incharge      | 15     | 20                    | 5              | 5              | 5              | 5.00           |         |
|                                 | No. of appointments/contracts/Job order prepared                                     | incharge      | 3      | 4                     | 5              | 4              | 5              | 4.67           |         |

| Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for leave prepared | incharge    | 65   | 84   | 4 | 5 | 5 | 4.67        |
|------------------------------------------------------------------------------------------------|-------------|------|------|---|---|---|-------------|
| Payrolls prepared                                                                              | incharge    | 4    | 6    | 5 | 5 | 5 | 5.00        |
| <b>Attendance to meetings/trainings/workshop</b>                                               |             |      |      |   |   |   |             |
| Meetings/Trainings/seminar workshops/ attended                                                 | participant | 6    | 9    | 5 | 5 | 5 | 5.00        |
| <b>Preparation of plans and reports</b>                                                        |             |      |      |   |   |   |             |
| Annual Procurement Plan (APP) prepared                                                         | incharge    | 1    | 1    | 5 | 4 | 5 | 4.67        |
| <b>Involvement in Teaching Support Services</b>                                                |             |      |      |   |   |   |             |
| Teaching Load Assignment and Faculty Workload Prepared                                         |             |      |      |   |   |   |             |
| - Projected Workload                                                                           | incharge    | 2    | 4    | 5 | 4 | 5 | 4.67        |
| - Actual Teaching Load                                                                         | assistant   | 20   | 27   | 5 | 5 | 5 | 5.00        |
| - Individual Faculty Workload                                                                  | incharge    | 20   | 27   | 5 | 5 | 5 | 5.00        |
| No. of Faculty Performance monitored/evaluated                                                 | incharge    | 4    | 5    | 5 | 4 | 5 | 4.67        |
| No. of classroom utilization prepared                                                          | incharge    | 2    | 3    | 5 | 5 | 5 | 5.00        |
| <b>Other Services</b>                                                                          |             |      |      |   |   |   |             |
| No. of copies printed/photocopied                                                              | incharge    | 2000 | 2926 | 5 | 5 | 5 | 5.00        |
| No. of hours rendered for committee assignments complied with (PSV MM)                         | incharge    | 15   | 25   | 4 | 5 | 5 | 4.67        |
| <b>Total Overall Rating</b>                                                                    |             |      |      |   |   |   |             |
| <b>Average Rating</b>                                                                          |             |      |      |   |   |   | <b>4.87</b> |
| <b>FINAL</b>                                                                                   |             |      |      |   |   |   | <b>0</b>    |
| <b>RATING</b>                                                                                  |             |      |      |   |   |   |             |
| <b>ADJECTIVAL</b>                                                                              |             |      |      |   |   |   |             |
| <b>RATING</b>                                                                                  |             |      |      |   |   |   |             |

Received by:

  
TERESITA L. QUINANOLA  
PRPEO

Date \_\_\_\_\_

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

Calibrated by:

  
REMBERTO A. PATINDOL  
PMT Chair

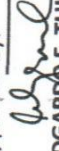
Date \_\_\_\_\_

Recommending Approval:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

Date \_\_\_\_\_

Approved by:

  
EDGARDO E. TULIN  
President

Date \_\_\_\_\_

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2017 – December 2017

Name of Staff: Julia A. Tabinas

Position: Adm. Aide

**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                                                                                                                                  |

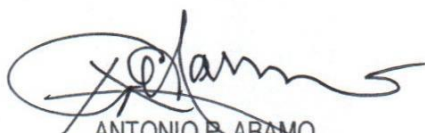
| A. Commitment (both for subordinates and supervisors)                                                                                                                                                                          |   | Scale |   |   |   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|---|---|---|--|
| 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                                                                                   |                                                                                                                                                                                                                           |   |   |   |   |       |
| <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 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
 ANTONIO P. ABAMO  
 Name of Head