

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: YOLANDA U. BALBARINO

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 11. Numerical Rating per IPCR | 4.83 | 4.83 x 70% | 3.381 |
| 12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.41 | 4.41 x 30% | 1.323 |
| TOTAL NUMERICAL RATING | | | 4.70 |


TOTAL NUMERICAL RATING: 4.70
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


YOLANDA U. BALBARINO
AA III


Reviewed by:


CORAZON U. NUEVO
Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
8 President

IND

L PERFORMANCE COMMITMENT & REVIEW

(IPCR)

I, **Yolanda U. Balbarino**, of the **Cash Division** commits to deliver and agree to
January 1, 2019 to June 30, 2019

lited on the attainment of the following targets in a
lunce with the indicated measures for the period of


YOLANDA U. BALBARINO
Ratee

Approved: 
CORAZON U. NUEVO
Head of Unit

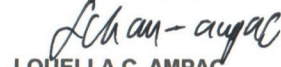
| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|-----------|-----------------------|--------|-----|-----|------|---------|
| | | | | | Q | E | T | A | |
| ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1 | Customer Friendly Frontline Service | Responsive and facilitated clients request. | zero | zero | | | | | |
| | | | complaint | complaint | 5 | 5 | 5 | 5 | |
| DISBUSREMENT/ PROCESING MFO2 | Percentage 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 | 9,800 | 9,810 | 5.0 | 5.0 | 5.0 | 5 | |
| | | Sorted payrolls and vouchers by funding and turned over to check preparation in-charge | 9,000 | 9,100 | 5.0 | 5.0 | 4.0 | 4.67 | |
| | | Encoded check issued ready for release | 10,200 | 11,700 | 5.0 | 5.0 | 5.0 | 5 | |
| FINANCIAL REPORTS PREPARATION MFO3 | 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 & Cancelled for fund PCC, RF 161 | 20 | 25 | 5.0 | 5.0 | 4.0 | 4.67 | |
| | | Cross checked paid vouchers/payrolls against the cash book | 550 | 590 | 5.0 | 5.0 | 4.0 | 4.67 | |
| | | Stamped "Paid to paid vouchers & payrolls of the assigned funds. | 1,200 | 1,300 | 5.0 | 5.0 | 4.0 | 4.67 | |
| | | Generated, binded and submitted Report of Checks Issued and cancelled. | 20 | 25 | 5.0 | 5.0 | 4.0 | 4.67 | |
| COLLECTION SERVICES MFO4 | Percentage of collection receipted and promptly deposited on the following working day. | Received & receipted income /school fees during peak season | 500 | 510 | 5.0 | 5.0 | 5.0 | 5 | |
| INNOVATION & BEST PRACTICES SERVICES MFO6 | Number of best practices achieved. | Immediate response of claims inquiry | 100% | 100% | 5.0 | 5.0 | 5.0 | 5 | |
| Total Over-all Rating | | | | | | | | | 48.33 |

| | | |
|---|--|------|
| Average Rating (Total Over-all rating divided by 9) | | 4.83 |
| Additional Points: | | |
| Approved additional points(with copy of approval) | | |
| FINAL RATING | | 4.83 |
| ADJECTIVAL RATING | | |

Evaluated & Rated by:


CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:


LOUELLA C. AMPAC
Director of Finance
Date:

Approved by:


REMBERTO A. PATINDOL
Vice President
Date:

Comments & Recommendations for Development Purpose:

Good worker, deserving for a regular position before she retire.

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 30, 2019

Name of Staff: YOLANDA U. BALBARINO

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 | |
| 2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | (5) | 4 | 3 | 2 | 1 | |
| 3. 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 | |
| 4. 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 | |
| 5. Keeps accurate records of her work which is easily retrievable when needed. | 5 | (4) | 3 | 2 | 1 | |
| 6. Suggests new ways to further improve her work and the services of the office to its clients | (5) | 4 | 3 | 2 | 1 | |
| 7. 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 | |
| 8. 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 | |
| 9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 5 | (4) | 3 | 2 | 1 | |
| 10. Willing to be trained and developed | (5) | 4 | 3 | 2 | 1 | |

| | | | | | | |
|--|---|-------|---|---|---|--|
| Total Score | | | | | | |
| 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 | | 53 | | | | |
| Average Score | | 4.41 | | | | |

Overall recommendation : _____


CORAZON U. NUEVO
Name of Head

PERFORMANCE MONITORING FORM


Name of Employee: YOLANDA U. BALBARINO

| Task No. | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|--|---|--|--|--------------------|---------------------------------|-------------------------|
| 1 | Received & encoded documents w/ complete supporting papers to database | Daily | Within the day | Immediately upon receiving the documents | Very impressive | O | |
| 2 | Sorted documents based on obligation and indorsed to check in-charge preparation | Daily | Within the day | Within the day | Very impressive | VS | |
| 3 | Recorded all checks issued for signature of signing officials | Daily | Daily | Upon receiving the checks | Impressive | VS | |
| 4 | Posted list of PAC's for info purposes outside the office | On the following day after PAC's submitted to LBP | On the following day | Immediately once its ready | impressive | VS | |
| 5 | Prepared generated & bounded RCIC of PCC, 161 & Cebu accounts | 10 th day of the following month | 5 th day of the following month | 5 th day of the following month | impressive | VS | |
| 6 | Assisted in collection of fees during enrollment | Enrollment period | Enrollment period | Whole duration of enrollment period. | impressive | VS | |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YOLANDA U. BALBARINO
Performance Rating: _____

Aim: To be an excellent administrative officer.
Proposed Interventions to Improve Performance:

Date: _____ Target Date: 2nd Quarter

First Step: To update knowledge to be effective administrative worker and policies/
regulations on Frontline Staff

Result: Able to performed task assigned effectively.

Date: June 2019 Target Date: 3rd Quarter

Next Step: Follow up learning skills through training and seminars

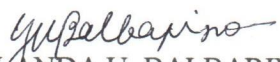
Outcome:
Effective and efficient front liner staff.

Final Step/Recommendation:
Perform task effectively and efficiently.

Prepared by:


CORAZON U. NUEVO
Unit Head

Conforme:


YOLANDA U. BALBARINO
Name of Ratee Faculty/Staff