

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE
STAFF

Name of Administrative Staff: **TAN, Aniceto D.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.510	70%	3.157
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	3.410	30%	1.023
TOTAL NUMERICAL RATING			4.180

TOTAL NUMERICAL RATING: 4.180

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.180

FINAL NUMERICAL RATING 4.180

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ANICETO D. TAN
Name of Staff

Reviewed by:

MA. EPIFANIA G. TUdTUD
University Registrar

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

“Exhibit B”

I, Aniceto D. Tan of the Registrar's 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 January 1, 2019 to June 30, 2019


ANICETO D. TAN
Ratee

Approved:

MA. EPIFANIA G. TUdTUD
Head of Unit

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Database management of student records	No. of readmissions, shifting, credentials and other documents filed	Files approved readmission, shifting, Form 137-A, transfer credentials and other documents in the permanent record	75	95	5	5	5	5.00	
	No. of clearance of students checked and countersigned	Issued clearance of students applying for employment, scholarship, promotion, transfer	80	100	5	4	5	4.67	
	No. of records verified	Verification of grades and deficiencies/ INC grades	95	130	5	5	5	5.00	
	No. of students records rearranged/files	Re-arrange students record based on the enrollment list every start of the term	4,500	5,600	5	5	5	5.00	
	No. of record envelopes replaced	Replacing the worn-out/ torn record envelopes with new one	15	30	5	5	4	4.67	
	No. of record transferred to inactive files	Transfer records of students not currently enrolled to inactive files	200	250	5	5	5	5.00	
	No. of completion grade report received	Issued completion forms to student with INC grades	200	250	5	5	5	5.00	
	No. of Students graduated, transferred and stop schooling	Transfer records of students not currently enrolled to inactive files	180	300	4	5	5	4.67	
	No. of copies mimeograph or duplicated	Prepares registrar forms, and others	6 reams	10 reams	5	5	5	5.00	
	No. of completion forms issued /report of grades filed	Issues, receives and records, posting completion grades of student to their grade sheet and form 19.	55	65	5	5	5	5.00	
Student record evaluation	No. of official list, grade sheets and Form-19 for binding	Prepared the official list, grade sheets and Form-19 for binding	6	9	5	5	5	5.00	
Database management student records	No. of grades printed (by semester)	Printing of Students	125	150	5	5	4	4.67	
					0	0	0	0.00	
Total Over-all Rating					4.54	4.54	4.46	4.51	
Average Rating (Total Over-all rating divided by 4)			4.51						

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Additional Points:				<div style="border: 1px solid black; padding: 5px;"> Comments & Recommendations for Development Purpose: <i>- Shared attend seminar on work ethics and personal development.</i> </div>					
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									


Evaluated and Rated By:

MA. EPIFANIA G. TUDTUD
Dept./Unit Head

Date: _____

Recommending Approval:

N/A
Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: Aniceto D. Tan 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
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		41				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	3.41 ✓				

Overall recommendation : *Anieto should be more diligent in doing his job. He should not waste time doing unnecessary activities during office hours.*
MA. EPIFANIA G. TUDTUD
MA. EPIFANIA G. TUDTUD
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **TAN, Aniceto D.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: To improve the records management skills and personal effectiveness of of Mr. Tan.

Proposed Interventions to Improve Performance:

Date: Target Date: December 3 – 5, 2016

First Step: Mr Tan should attend trainings on records management and personal effectiveness as soon as possible.

Result:

Date: Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Mr. Tan will be recommended to attend a training entitled "GARP - Generally Accepted Recordkeeping Principles: Road to Governance" sponsored by the Philippine Records Association this coming December 3-5, 2019

Prepared by:


MA. EPIFANIA G. TUdTUD
Unit Head

Conforme:


ANICETO D. TAN
Name of Staff