

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARICEL V. AUREO

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR  | 4.58                    | x 70%                           | 3.20                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.08                    | x 30%                           | 1.22                                    |
| TOTAL NUMERICAL RATING  |                         |                                 | 4.42                                    |


TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

  
**MARICEL V. AUREO**  
Name of Staff

Reviewed by:

  
**VELMA P. BONTUYAN**  
Department/Office Head

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARICEL V. AUREO of the Visayas State University, Manila 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-December 2017.

  
MARICEL V. AUREO  
Ratee

Approved:

  
VELMA P. BONITUYAN  
Head of Unit

| MFO   | Success Indicators                   | Tasks Assigned   | Target         | Actual Accompl. | Rating |        |        |        | Remarks      |
|---|--------------------------------------|--|----------------|-----------------|--------|--------|--------|--------|--------------|
|   |                                      |  |                |                 | Q1     | E2     | T3     | A4     |              |
| Efficient & customer friendly frontline services<br>Administrative and Financial services | zero percent complaint client        | Client served  | 95%            | 100%            | 5      | 5      | 5      | 5      |              |
|   | 100% Replenishments of Cash Advances | 1. Replenishments of Cash advances and reimbursements (prepared and monitored)<br>2. Bank reconciliation   | 16<br>98%<br>5 | 18<br>100%<br>6 | 5      | 3      | 5      | 3      | 3.67<br>4.67 |
|   |                                      | 3. Disbursement documents and reimbursement of supplies<br>a.) Purchase request<br>b.) Acceptance & inspection Report<br>c.) Abstract Quotation<br>d.) Purchase Order<br>e.) Obligation request<br>f.) Budget Utilization request<br>g. Disbursement voucher<br>4. Other forms | 29             | 32              | 5      | 5      | 5      | 5      |              |
|   |                                      | 1. Trip Tickets prepared<br>2. Travel Documents  | 80<br>4        | 102<br>6        | 5<br>5 | 5<br>5 | 4<br>5 | 4<br>5 | 4.67<br>5.00 |

| MFO                   | Success Indicators  | Tasks Assigned   | Target | Actual<br>Accomp. | Rating |    |    |      | Remarks |
|-----------------------|---|--|--------|-------------------|--------|----|----|------|---------|
|                       |   |  |        |                   | Q1     | E2 | T3 | A4   |         |
|                       |   | 5. Documents received and recorded                           | 82     | 97                | 5      | 5  | 5  | 5    |         |
|                       |   | 6. Monitors/facilitate incoming and outgoing official emails | 270    | 285               | 4      | 4  | 3  | 3.67 |         |
| Procurement           | 100% canvass papers and purchase order served                           | Canvassing   | 3      | 5                 | 5      | 5  | 5  | 5    |         |
| Messengerial          | 100% letters & check served   | Delivery and payments of checks, LDDAP-ADA to suppliers      | 28     | 40                | 5      | 4  | 3  | 4    |         |
| Others                | 100% cash deposited to LBP<br>100% delivers documents to other agencies | LBP Deposits   | 4      | 6                 | 5      | 5  | 5  | 5    |         |
|                       |   | Delivery of documents  | 5      | 8                 | 5      | 4  | 4  | 4.33 |         |
| Total Over-all Rating |   |  |        |                   |        |    |    |      | 4.58    |

|   |  |  |
|---|--|--|
| Average Rating (Total Over-all rating)              |  |  |
| Additional Points:<br>Punctuality                   |  |  |
| Approved Additional points ( with copy of approval) |  |  |
| Final Rating  |  |  |
| ADJECTIVAL RATING                                   |  |  |

Comments & Recommendation for Development Purpose

*Tardiness - should be stopped or at least be minimizing. Should report regularly to work on or before time!*

*Needs to attend seminars/trainings relative to her position to update knowledge in accounting & auditing*

*Theresa*

Received by:

Calibrated by:

Recommending Approval:

Approved by:

*Theresa*  
**TERESITA L. QUINANOLA**  
PRPEO

*Remberto*  
**REMBERTO A. PATINDOL**  
PMT Chairman

**DANIEL M. TUDTUD, JR.**  
VP for PRGEA

*Edgardo*  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1. Quality
2. Efficiency
3. Timeline
4. Average



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

Name of Staff: MARICEL V. AUREO Position: Admin. Aide IV


**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   |   | 49    |     |     |   |   |

| 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  | 49/12 |   |   |   |   |
| Average Score  | 4.08  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**VELMA P. BONTUYAN**  
Head of Office