

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JULY TO DECEMBER 2016

Name of Administrative Staff: MA. EPIFANIA G. TUdTUD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

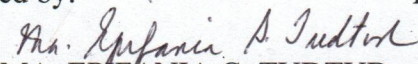
TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any:

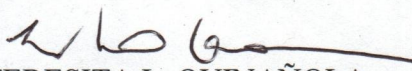
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding

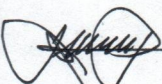
Prepared by:


MA. EPIFANIA G. TUdTUD
Name of Staff

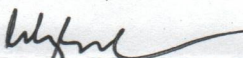
Reviewed by:


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, Ma. Epifania G. Tudtud, 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, 2016 to December 31, 2016**.

Ma. Epifania G. Tudtud
MA. EPIFANIA G. TUDTUD

Ratee

Approved:

Teresito L. Quinanola
TERESITA L. QUINANOLA

Head of Unit

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	Zero complaint	Zero complaint	5	5	5	5.00	
Documents for 201 files forwarded to Records Office	No. of documents for 201 files reviewed and encoded	Reviews documents for 201 files and encodes	150	170	5	5	4	4.67	
Compliance to ISO requirements/alignment to QMS									
Work Instructions of PRPEO procdures prepared	Number of work Instructions prepared	Preparation of work instructions for PRPEO	1 Manual of Work Instructions of PRPEO	1 Manual(draft) of work instructions consisting of 15 work instructions	5	5	5	5.00	
Personnel Develoipment and Management									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of comparative assessment of admin staff prepared	Prepares comparative assessment for selection promotion of administrative staff	40 Comparative Assessments of admin. Staff prepared	65 Comparative Assessment of Admin Staff prepared	5	5	5	5.00	
Human Resource Management Services									
New HR Systems designed and developed	Number of New HR Systems designed and developed	Design and develop HR system	1 HR System	2 HR systems (1 database of VSU applicants, 1 database for VSU awardees)	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Personnel Records Development and Management									
Percentage of DBM/CSC/GSIS/BOR Rules and Policies on Employees Compensation and Benefits implemented	No. of Loyalty Award Certificates and Pins	Prepares of Loyalty Award Certificates and Pins	80 certificates 60 pins	102 certificates 78 Pins	5	5	5	5.00	
	No. of payrolls	Reviews and countersigns payroll of regular employees,	720 regular payrolls, 12 RATA, 6 honorarium 150 Year-end bonus payroll 36 scholars salary payroll 6 stipend payroll 20 PEI payroll, 5 terminal leave payrolls, 20 CNA payrolls , 10 monetization payroll, 200 casual/contractual payroll, 150 part-time payroll	850 regular payrolls, 15 RATA, 12 honorarium 174 Year-end bonus payroll 66 scholars salary payroll 6 stipend payroll 25 PEI payroll, 8 terminal leave payrolls, 25 CNA payroll, 15 monetization payroll, 206 casual/contractual payroll, 175 part-time payroll	5	5	5	5.00	
Personnel Information System	No. of records updated	Updatesa the personnel information in the personnel information System	100%	100%	5	5	4	4.67	
Personnel Records and Filing Services	No. of service records, certificates provided to clients within one day	Updates service record database and prepares service record and certificates of employment	100 certifications, 200 service records	110 certifications, 232 Service Records	5	5	5	5.00	
	No. notice of step increment prepared	Prepare notice of step increments	40 NOSI	52 NOSI	5	5	5	5.00	

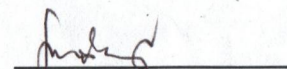
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating								54.33	
MA. EPIFANIA G. TUDTUD		Average Rating :		4.94	Comments & Recommendations for Development Purposes:				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.94					
		ADJECTIVAL RATING		OUTSTANDING					

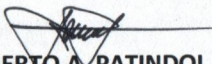
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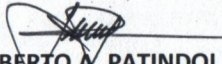
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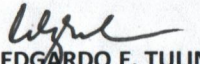
Recommending Approval:

Approved by:


PRPEO


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2016


Name of Staff: MA. EPIFANIA G. TUdTUD Position: Administrative Officer V

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		59/p = 492				

Overall recommendation :


 TERESITA L. QUIÑANOLA
 Head of Office