

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARY-ANN D. JOYA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	x 70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	x 30%	1.35
TOTAL NUMERICAL RATING			4.71

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

Prepared by:

  
**MARY-ANN D. JOYA**  
Name of Staff

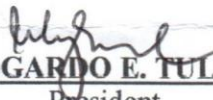
Reviewed by:

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

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY-ANN D. JOYA 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 January-June 2017.

  
MARY-ANN D. JOYA  
Ratee

Approved: VELMA P. BONTUYAN  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accompl.	Rating				Remarks
					Q1	E2	T3	A4	
Efficient & customer friendly frontline services	Zero percent complaint client	Client served effectively and efficiently	95%	100%	5	5	5	5	
Administrative and Financial Services	100% Accomplishment of monthly Income Report	Lodging report prepared & submitted 5 days before due date	6	6	4	5	5	4.67	
Lodging function/s	No. of incoming guests accommodated and served	1.) No. of guests accommodated	300	403	5	5	5	5	
		2.) No. of official receipt issued, error free	300	373	5	5	5	5	
		3.) rooms cleaned 2 days before occupancy	95%	100%	5	5	5	5	
		4.) No. of laundry services (made listing for # of linens picked-up & delivered)	14	16	4	5	5	4.67	
		5.) Others: Bank transactions (1hr before closing time) Messengerial	35	50	5	5	5	5	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
		Travel Completed	35	50	5	5	4	4.67	
		Client's registration form filed & encoded	300	349	5	4	4	4.33	
Total Over-all Rating									4.81

Comments & Recommendation  
for Development Purpose

Average Rating (Total Over-all rating)	4.81
Additional Points: Punctuality	
Approved Additional points ( with copy of approval)	
Final Rating	4.81
ADJECTIVAL RATING	Very Satisfactory

Received by: TERESITA L. QUIÑANOLA  
PRPEO

Calibrated by: REMBERTO A. PATINDOL  
PMT Chairman

Recommending Approval: DANIEL M. TUDTUD, JR.  
VP for PRGEA

Approved by: EDGARDO E. FUHN  
President

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

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

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

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

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



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: MARY-ANN D. JOYA Position: Guesthouse Caretaker

**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		54				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

<i>supervisor)</i>					
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	54/12				
Average Score	4.50				

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

  
**VELMA P. BONTUYAN**  
Head of Office