

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff : **VELMA P. BONTUYAN**

July-December 2018

Particulars (1)		Numerical Rating (2)	Percentage Weight (70%) (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.83	x 70%	3.381
2.	Supervisor/Head's Assessment of his contribution towards attainment of office accomplishments	4.72	x30%	1.42

TOTAL NUMERICAL RATING

Add: Additional Approved Points: if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING :

Prepared by:


VELMA P. BONTUYAN

Name of Staff

Approved:



DILBERTO O. FERRAREN
Supervisor, VSUMO

4.8

OUTSTANDING 88

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Ratee


DILBERTO O. FERRAREN
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client	Client served	95%	100%	5	5	5	5.00	
Administrative & Management Services	100% administers and manages office operations	1.)Supervision of three (3) staff	120wd	125wd	4	4	5	4.33	
		2.) Meetings, planning, coaching implementing and monitoring	95%	100%	5	5	4	4.67	
		3.) Represents the University in meetings as authorized by superiors	2	5	5	5	5	5.00	
		4.)Official receipts issued to other National Government Agencies for checks received.	95%	100%	5	5	5	5.00	
	100% processes, facilitates, followups linkages	1.)Passport, I-Card Student visa & International ticket & travel tax exemption	6	9	5	4	5	4.67	
		2) Linkages with CHED, Malacañang (Records), BID, CSC, COA, House of Senate and House of Representatives	41	52	5	4	5	4.67	
		DA, BAR, UP Diliman, UP Los Banos, PCARRD, DOST, NPO, IPR,							
		NICA, NBI , BID,PASUC,							
		PLDT, Meralco							
		Embassy, DFA,							

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishm ents	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative & Financial Services		3) Assistance to Research and Extension Units (HEDF)	4	7	5	5	5	5.00	
		4.)External campuses of Alang-alang, Villaba	90%	100%	5	5	5	5.00	
	100% Prepares, sends letters, request, and other documents	Communications send thru email, couriers and other social media	90%	100%	5	4	5	4.67	
	100 % Reviews, approves,signs documents/transactions	1.)Disbursement voucher and attached supporting document	30	39	5	4	5	5.00	
		a.)Purchase Request							
		b.)Acceptance & Inspection report							
		c.)Abstract of quotation							
		d) Purchase Order							
		e) Obligation Request/Budget Utilization	90%	100%	5	5	4	4.67	
		2.) Checks received, issued, delivered and paid	40	55	5	5	5	5.00	
		3.) Leave Application	3	6	5	5	4	4.67	
		4.) Travel documents	4	8	5	4	5	4.67	
		5.)Trip tickets	85	134	5	5	5	5.00	
		6) Procurement/Canvas	10	15	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishm ents	Rating				Remarks															
					Q ¹	E ²	T ³	A ⁴																
Resource Generation and Management Services	Checks, reviews, approves and signs documents	1) Lodging reports	90%	100%	5	5	5	5.00																
		a.)cover letter																						
		b.)monthly report of accountable project receipt																						
		c.) summary of sales, collections & remittances																						
		d.) official receipts lodging operation	90%	100%	5	5	5	5.00																
Total Over-all Rating								4.84																
<table border="1"> <tr> <td>Average Rating (Total Over-all rating)</td> <td rowspan="6"></td> <td></td> <td rowspan="6"></td> <td rowspan="6">Comments & Recommendations for Development Purpose: She is due for retirement.</td> </tr> <tr> <td>Additional Points:</td> <td></td> </tr> <tr> <td>Punctuality</td> <td></td> </tr> <tr> <td>Approved Additional points (with copy of approval)</td> <td></td> </tr> <tr> <td>FINAL RATING</td> <td></td> </tr> <tr> <td>ADJECTIVAL RATING</td> <td></td> </tr> </table>										Average Rating (Total Over-all rating)				Comments & Recommendations for Development Purpose: She is due for retirement.	Additional Points:		Punctuality		Approved Additional points (with copy of approval)		FINAL RATING		ADJECTIVAL RATING	
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Received by:

Calibrated by:

Approval:

DILBERTO O. FERRAREN
Vice President for Planning
Resource Generation
& External Affairs

DILBERTO O. FERRAREN
Vice President, PRGEA

Date: _____

Date: _____

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

ANNEX O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: VELMA P. BONTUYAN Position Title: Supervising Administrative Officer

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated target of your departmen/office/center/college/campus using the sale 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 meets 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 s 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		4.83				

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		4.6				
Average Score		4.72				

Overall Recommendation: _____



Supervisor