

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

July – December 2017

Name of Administrative Staff: ELIZABETH B. ALBISO

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.75 | 70% | 3.32 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.12 | 30% | 1.23 |
| TOTAL NUMERICAL RATING | | | 4.55 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

^{VS}
(Outstanding)


Prepared by: _____

Reviewed by: _____



ELIZABETH B. ALBISO
Name of Staff


FRANCISCO G. GABUNADA, JR.
Office Head

Recommending Approval: _____


REMBERTO A. PATINDOL
Chairman, PMT

Approved: _____


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH B. ALBISO, of the Office of the President 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.

Elizabeth B. Albiso
ELIZABETH B. ALBISO
 Ratee

Approved: **FRANCISCO G. GABUNADA, JR.**
 Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target for 2017 | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO 6. General Adm. and Support Services | Number of administrative & financial documents received and processed | Receive/encode documents in database | 14,000 documents | 17,104 documents | 5 | 5 | 5 | 5 | |
| | Percentage of documents released within the day it is acted by the President or OIC | Release of documents | 90% | 95 % | 5 | 4 | 5 | 4.67 | |
| | Zero complaints from clients | Answer phone calls accurately and timely | Zero complaint | Zero complaint | 4 | 5 | 5 | 4.67 | |
| | | Customer-friendly assistance of walk-in office clients | Zero complaint | Zero complaint | 4 | 5 | 5 | 4.67 | |
| Total Overall Rating | | | | | | | | 4.75 | |

| | |
|---|-------------|
| Average Rating (Total Over-all rating divided by 5) | 4.75 |
| Additional Points: | |
| Punctuality | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 4.75 |
| ADJECTIVAL RATING | Outstanding |

Comments & Recommendations for Development
 Purpose:

Received by:
TERESA L. QUINANOLA
TERESA L. QUINANOLA
 PRPEO
 Date: _____

Calibrating by:
REMBERTO A. PATINDOL
REMBERTO A. PATINDOL
 PMT
 Date: _____

Recommending Approval:
FRANCISCO G. GABUNADA, JR.
FRANCISCO G. GABUNADA, JR.
 Executive Assistant
 Date: _____

Approved by:
EDGARDO E. TUTIN
EDGARDO E. TUTIN
 President
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul – Dec. 2017Name of Staff: Elizabeth B. Albiso Position: Administrative Aide IV

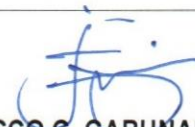
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | | | | | |

| 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 | 70 | | | | |
| Average Score | 4.12 | | | | |

Overall recommendation : _____


FRANCISCO G. GABUNADA, JR.
 Name of Head