

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

Rating Period: JANUARY TO JUNE 2016

Name of Administrative Staff: REGINA C. BIBERA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.86


TOTAL NUMERICAL RATING: **4.86**

Add: Additional Approved Points, if any:

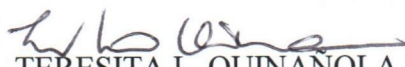
TOTAL NUMERICAL RATING: **4.86**

ADJECTIVAL RATING: **Outstanding**

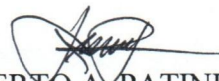
Prepared by:


REGINA C. BIBERA
Name of Staff

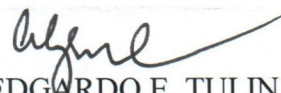

Reviewed by:


TERESITA L. QUINANOLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:

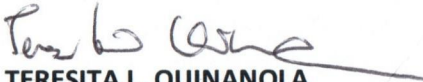

EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Regina C. Bibera, 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 **January 1, 2016 to June 30, 2016**.


REGINA C. BIBERA
 Ratee

Approved:


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	no complaint	no complaint	5	5	5	5.00	
Personnel Records Development and Management									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of leave applications	Processes, encodes and countersigns leave applications of regular employees	720	917	5	5	3	4.33	
	No. of leave cards	Updates Leave Status	250	260	5	5	5	5.00	
	No. of leave cards	Audits of leave balances	10	15	5	5	5	5.00	
	No. of CTO applications	Computates of Compensatory Time Off (CTO) and prepare CTO certificate.	25	32	5	5	5	5.00	
	No. of DTR/CSR	Checks and records DTR/CSR	3498	3690	5	5	5	5.00	
	No. of reports	Prepares monthly report of absences and undertime for regular staff	6	6	5	5	3	4.33	
	No. of reports	Prepares leave without pay report for regular staff	6	6	5	5	5	5.00	
	No. of reports	Prepares of Annual Report for Retirement Gratuities & Terminal Leave	1	1	5	5	5	5.00	
Personnel Records and Filing Services	No. of certificates	Prepares of certificate of maternity leave/terminal leave balance/lwop & service break	10	20	5	5	5	5.00	
	No. of certificates	Prepares of certificate of Proportionate Pay (Summer)	50	89	5	5	5	5.00	
	No. of records	Records Notice of Service Credits Granted	10	47	5	5	5	5.00	
	No. of terminal pay documents submitted	Prepares/submits to Budget Office supporting documents of retirees Terminal Pay	5	6	5	5	5	5.00	
Total Over-all Rating								58.67	

fc
REGINA C. BIBERA

Average Rating :		4.90	Comments & Recommendations for Development Purposes:
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.90	
ADJECTIVAL RATING		Outstanding	

Received by:

[Signature]
PRPEO

Date: _____

Calibrated by:

[Signature]
REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

[Signature]
REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:

[Signature]
EDGARDO E. TULIN
President *[Signature]*

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016

Name of Staff: REGINA C. BIBERA

Position: Administrative Officer I

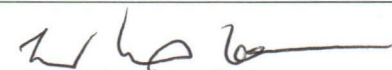
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57				

Average : 4.75

Overall recommendation :


TERESITA L. QUIÑANOLA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERA

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend Training

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

TERESITA L. QUINANOLA
Unit Head