

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ELVIRA B. GORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.375
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

ADJECTIVAL RATING:


4.82
0.02
4.84
4.84

Very Satisfactory

Prepared by:


ELVIRA B. GORRE
Name of Staff

Reviewed by:


HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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 to JUNE, 2016.

ELVIRA B. GORRE
RATEE

Approved: HUMBERTO R. MONTES, JR.
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4: EXTENSION SERVICES									
Performance Indicator 2	Number of trainings conducted	Serves as facilitator	2	5	✓	✓	✓	✓	
	• Number of copies of training materials prepared/designed/ laid-out & produced	Finalizes & prints invitation letters	5	6	✓	✓	✓	✓	
		Designs & prints: - Invitation brochures/Flyers	50	130	✓	✓	✓	✓	
		- Programs	50	130	✓	✓	✓	✓	
		- Nametags	50	80	✓	✓	✓	✓	
		- Certificates	30	89	✓	✓	✓	✓	
		Designs/lays-out streamers/backdrops	2	7	✓	✓	✓	✓	
	Prepares attendance sheets	6	14	✓	✓	✓	✓		
Performance Indicator 3	Number of IEC materials produced	Designs brochures/primers/flyers	1	1	✓	✓	✓	✓	
		Designs posters/billboards/signages/markers/labels	4	15	✓	✓	✓	✓	
		Lays-out reports	2	15	✓	✓	✓	✓	
		Designs manuals/guides	1	1	✓	✓	✓	✓	
	• Number of copies of IEC materials, produced/ reproduced	Prints & reprints brochures/primers/flyers	25	50	✓	✓	✓	✓	
		Prints & reprints reports	3	3	✓	✓	✓	✓	
MFO 5: Support to Operation Services									
Performance Indicator 2:	Number of faculty recruited/hired aligned with ISO standards	Prepares and follow-up letter request for hiring; prepares documents for, and tabulates evaluation results of applicants	1	0	3	3	3	3	
Performance Indicator 3:	Number of seminars/trainings/workshops facilitated/coordinated for the college	Served as facilitator	1	1	✓	✓	✓	✓	
	• Number of training materials produced	Designs/lays-out programs/certificates and other training materials	3	7	✓	✓	✓	✓	


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Performance Indicator 8:	Number of activities attended/assisted/participated/facilitated	Facilitator/attendee	1	2	✓	✓	✓	✓	
ITEEM Library Services	Number of recorded users	Library users monitored	30	40	✓	✓	✓	✓	
	Number of new reading materials recorded	New reading materials recorded and cataloged	10	25	✓	✓	✓	✓	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
	Number of meetings attended	Attends meetings by ITEEM/CFES	3	5	✓	✓	✓	✓	
	Number of committees served	Performs committee assignments ITEEM	2	2	✓	✓	✓	✓	
	Number of administrative systems flow monitored	Assists in the monitoring/overseeing of the Institute's administrative systems flow	3	4	✓	✓	✓	✓	
	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Prepares documents for Annual Budget required by OVPAF and OVPI	1	2	✓	✓	✓	✓	
	Number of documents acted upon on time & monitored	Monitors & acted e-mails of the Institute	20	35	✓	✓	✓	✓	
		Monitors records of incoming/outgoing documents	100	150	✓	✓	✓	✓	
		Checks folder file updates	15	25	✓	✓	✓	✓	
		Monitors job requests	3	6	✓	✓	✓	✓	
		Signs Internal Clearance	25	73	✓	✓	✓	✓	
		Prepares appointments of core faculty and affiliates	6	15	✓	✓	✓	✓	
		Prepares appointments for project/study/component leaders	10	17	✓	✓	✓	✓	
		Prepares Projected & Actual Faculty Workloads	1	2	✓	✓	✓	✓	
		Prepares Individual Faculty Workloads	2	4	✓	✓	✓	✓	
		Prepares Job Orders for check-up/repairs of equipment and facilities	2	2	✓	✓	✓	✓	
		Prepares certification issued to clients	10	27	✓	✓	✓	✓	
		Prepares Bills/Statement of Accounts (SOA)	1	1	✓	✓	✓	✓	
		Prepares letters/notices/memoranda	5	13	✓	✓	✓	✓	
		Prepares overtime requests for staff	2	8	✓	✓	✓	✓	
		Prepares overtime reports	2	7	✓	✓	✓	✓	
		Prepares Statement of Assets, Liabilities & Networth (SALN)	1	2	✓	✓	✓	✓	
		Prepares OPCR/IPCR targets and accomplishments	2	8	✓	✓	✓	✓	
		Submits Daily Time Records (DTR)	6	6	✓	✓	✓	✓	
	Number of documents filed & retrieved within 3-5 minutes	Manual archives of documents	25	65	✓	✓	✓	✓	
		Archives of electronic files	300+	600+	✓	✓	✓	✓	
		Backs-up CDs of e-files/data	30	77	✓	✓	✓	✓	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of office forms developed and/or reproduced	Develops/reproduces office forms necessary for office workflow systems	2	4	✓	✓	✓	✓	
	Zero per cent complaint from clients served	As desktop publisher, training facilitator and as general public servant	100%	100%	✓	✓	✓	✓	
OTHER FUNCTIONS ACTED									
IT management/ assistance	Number of assistance extended	Trouble shoots software and other IT minor problems within the office	1	6	✓	✓	✓	✓	
		Teaches/assists software application use & techniques to co-staff and other clients	3	8	✓	✓	✓	✓	
Other university activities	Number of meetings attended	Attends meetings for other university activities, as committee member/co-chair or as mother unit representative	1	3	✓	✓	✓	✓	
	Number of materials laid-out for university activities	Designs/laid-out materials for billboards, streamers, backdrops, posters, signages, markers	2	7	✓	✓	✓	✓	
TOTAL OVERALL RATING								246	

Average Rating (Total Over-all rating divided by 4)		4.82
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.82
ADJECTIVAL RATING		Very Satisfactory


Comments & Recommendations for Development Purpose:

Received by:


REMEDITA A. QUIRANA
 PLANNING OFFICE

DATE

Calibrated by:


REMBERTO A. PATINDOL
 PMT


DATE

Recommending Approval:


REMBERTO A. PATINDOL
 VICE-PRESIDENT

DATE

Approved:


EDGARDO E. TULIN
 PRESIDENT

DATE

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2016

Name of Staff: ELVIRA B. GORREPosition: ADMIN. ASST. II

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					
Average Score					

Overall recommendation : _____

HUMBERTO R. MONTES, JR.
Name of Head