



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ROSELA T. BATISTIL**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.46	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: 4.42
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

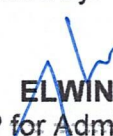
FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: _____

Prepared by:


ROSELA T. BATISTIL
Admin. Assistant V


Reviewed by:


ELWIN JAY V. YU
VP for Admin. and Finance

Recommending Approval:

N/A
Dean/Director

Approved:


ELWIN JAY V. YU
VP for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **ROSELA T. BATISTIL**, Administrative Assistant V of the Office of the Vice President for Admin. & Finance, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of May - June 2024.

Rosela T. Batistil
ROSELA T. BATISTIL
 Ratee
July 15, 2024

Approved:
ELWIN JAY V. YU
 VP for Admin. and Finance
July 15, 2024

MFOs/PAPs	Success Indicators	Tasks Assigned	Target (May - Dec)	Actual (May - June)	Rating				REMARKS
					Q1	E2	T3	A4	
UMFO 5: General Administration and Support Services									
PI 1: Efficient Office Management	A1. Office Related Tasks	Prepares documents for RATA, Honoraria, reimbursements, liquidations, OIC letters, justifications and purchase requests (PPMP).	100%	100%	4	4	5	4.33	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	5	4	5	4.67	
		Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	4	4	5	4.33	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	5	4	5	4.67	
		Attends to meetings and orientations on various university activities (ISO, VPAF Committees, OVPAF Director's)	30	12	4	4	4	4.00	
PI2. Involvement in major university committee	A2. Involvement as Secretariat	Prepares Notice of Meetings	20	12	5	4	4	4.33	
		Prepares Attendance Sheets for the Meeting	20	10	4	4	5	4.33	
		Prepares Minutes of Meetings	20	8	5	5	4	4.67	
PI 4: Administrative and Support Services Management	Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame.	100%	100%	4	4	5	4.33	
		Attends to queries of clients	100% attended	100%	4	5	5	4.67	
		Efficient & customer-friendly frontline service	No compliant	No compliant	5	4	5	4.67	
Total Over-all Rating					4	4	5	4.45	
Average Rating (Total Over-all rating divided by 4)			4.455	Comments and Recommendations for Development Purposes: <i>Attend training on leadership development</i>					
Additional Points :									
Approved Additional Points (with copy of approval)									
FINAL RATING			4.46						
ADJECTIVAL RATING									

Evaluated and Rated by:

Elwin Jay V. Yu
ELWIN JAY V. YU
 VP for Admin and Finance
 Date : July 15, 2024

Approved:

Elwin Jay V. Yu
ELWIN JAY V. YU
 VP for Admin. and Finance
 Date : July 15, 2024

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Efficient Office Management	Prepares office related tasks	RTBatistil	May-June 2024	/	/	/	/	
Involvement in major university committee	Response to all queries and concerns involvement as Secretariat	RTBatistil	May-June 2024	/	/	/	/	
Administrative and Support Services Management	Promptly attends to queries/concerns of clients	RTBatistil	May-June 2024	/	/	/	/	

Prepared by:

ELWIN JAY V. YU
VP for Admin and Finance

PERFORMANCE MONITORING FORM

Name of Employee: ROSELA T. BATISTIL

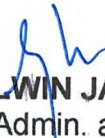
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Prepares documents for RATA, Honoraria, reimbursements, liquidations, OIC letters, justifications and purchase requests (PPMP).	Submitted all needed documents	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
2	Prepares and finalizes individual and office performance report within deadline	Finalized individual and office performance report within deadline	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
3	Prepares official communications, drafts memoranda and circulars issued by OVPAF	Prepared and issued official communications, memoranda and circulars issued by OVPAF	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
4	Promptly attends to queries/concerns of clients/end-users personally and over the phone	Attended all queries/concerns of clients/end-users personally and over the phone	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	

5	Attends to meetings and orientations on various university activities (ISO, VPAF Committees, OVPAF Director's)	Attended/participated to meetings and orientations	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
6	Prepares Notice of Meetings, Attendance Sheets and Minutes of Meetings	Prepared Notice of meetings, , Attendance Sheets and Minutes of Meetings	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
9	Acts on administrative services and financial/administrative documents within time frame.	Acted/responded all administrative services and financial/ administrative documents within time frame.	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
10	Attends to queries of clients	Attended to queries of clients	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	
11	Efficient & customer-friendly frontline service	Promptly entertains clients	May – June 2024	within May - June 2024	within May - June 2024	Impressive	very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ELWIN JAY V. YU
 VP for Admin. and Finance

EMPLOYEE DEVELOPMENT PLANName of Employee: **ROSELA T. BATISTIL**Performance Rating: **May to June, 2024**Aim: To excel professionally and effectively as an administrative assistant to the VP.

Proposed Interventions to improve Performance:

Date: July 24, 2024Target Date: May – June 2024

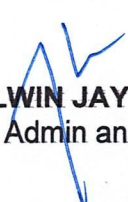
First Step: Familiarize the daily operations of the office and identify priorities that require urgent attention. Ensure the smooth functioning of the office, especially in the absence of the office head or during official business. Familiarize the administrative tasks necessary for maintaining office efficiency.

Result: _____

Date: _____ Target Date: _____

Next Step: _____
_____Outcome: _____
_____Final Step/Recommendation: _____

Prepared by:


ELWIN JAY V. YU
VP for Admin and Finance

Conforme:


ROSELA T. BATISTIL
Administrative Assistant V



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: May – June 2024

Name of Staff: ROSELA T. BATISTIL

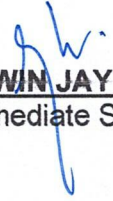
Position: Administrative Aide V

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
Score	Total 52				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					
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 4.33					
Overall recommendation:					


ELWIN JAY V. YU
 Immediate Supervisor