

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
(July 1 – December 31, 2016)

Name of Administrative Staff: **DALISAY F. ANDRES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.84	4.84 x 70%	3.38
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	4.47 x 30%	1.34
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

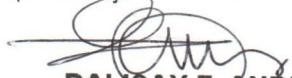
TOTAL NUMERICAL RATING: **4.72**

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**DALISAY F. ANDRES**  
Name of Staff

Reviewed by:

  
**MOISES NEIL V. SERINO**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **DALISAY F. ANDRES**, of the Department of Economics 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 2016 to , December 2016.

**DALISAY F. ANDRES**

Ratee

Approved:

**MOISES NEIL V. SERIÑO**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/ Correspondence	7	15	4.6	4.6	4.6	4.6	
	No. of CA issued		5	13	4.8	4.8	4.8	4.8	
	No. of Certification		10	20	5	5	5	5	
	No. of copies of doc. Issues		6	25	5	5	5	5	
	No. of staff cleared		2	3	4.8	4.8	4.8	4.8	
	<b>Average Rating</b>							<b>4.84</b>	
	No. of pages of documents encoded	Secretariat Work	330	455	5	5	5	5	
	No. of pages of documents printed		350	930	4.7	4.8	4.7	4.73	
	<b>Average Rating</b>							<b>4.87</b>	
	No. of communications/doc. Recorded	Information and Records Management	20	60	5	5	5	5	
	No. of consolidated/bound files		7	15	4.5	4.5	4.5	4.5	
	No. of records updated		7	13	5	5	5	5	
	No. of pages electronically filed		15	52	4.8	4.7	4.8	4.77	
	No. of documents retrieved & issued		55	120	4.7	4.7	4.7	4.7	
	No. of emails downloaded and filed		50	85	5	5	5	5	
	No. of pages printed		225	470	4.9	4.9	4.9	4.9	
	<b>Average Rating</b>							<b>4.84</b>	
	No. of trip tickets prepared	Preparation of Standard Government Forms	3	14	4.6	4.5	4.6	4.57	
	No. of RIS prepared		6	12	4.8	4.8	4.8	4.8	
	No. of TO's prepared		20	35	5	5	5	5	
	No. of Itinerary of Travel Prepared		6	15	4.5	4.5	4.5	4.5	
	No. of Certificate of Travel Completed		6	15	4.8	4.8	4.8	4.8	
	No. of DTR/CSR prepared		35	42	5	5	5	5	
	No. of payrolls prepared		5	9	5	5	5	5	
	No. of Application of Leave Prep.		30	45	5	5	5	5	
	No. of Contracts/Appointments prep.		3	7	4.7	4.7	4.7	4.7	
	No. of PRs prepared		8	19	4.8	5	4.8	4.87	



	No. of Vouchers prepared		7	15	4.6	4.6	4.6	4.6	
	No. of claims/reimbursements prep.		4	17	4.5	4.5	4.5	4.5	
	No. of PDS prepared.		1	2	4.8	4.8	4.8	4.8	
	<b>Average Rating</b>							<b>4.78</b>	
	No. of APP prepared	Preparation of Plans and Reports	3	12	5	5	5	5	
	No. of Annual Report encoded and consolidated/Program Status Report		1	3	4.8	4.7	4.8	4.77	
	<b>Average Rating</b>							<b>4.89</b>	
	No. of meetings/seminars/trainings/workshops & Conferences Attended	Attendance to meetings/seminars/ trainings/ workshops & Conferences	2	6	5	5	5	5	
	<b>Average Rating</b>							<b>5.00</b>	
	No. of Projected Workload prepared	Involvement in Teaching Support Services	6	10	5	5	5	5	
	No. of Actual Teaching Load prepared		4	4	5	5	5	5	
	No. of Individual Fac. Workload prep.		6	13	5	5	5	5	
	No. of Faculty Performance monitored		6	11	4.5	4.5	4.5	4.5	
	No. of Classroom Utilization prepared		5	7	4.8	4.8	4.8	4.8	
	No. of PMS-OPES prepared		5	8	4.8	4.8	4.8	4.8	
	No. of handouts distributed to students		725	1025	5	5	5	5	
	<b>Average Rating</b>							<b>4.78</b>	
	No. of documents sorted/collated	Other Services	850	1300	4.8	4.8	4.8	4.8	
	No. of committees assigned & complied		3	5	4.7	4.7	4.7	4.7	
	No. of hours rendered for committee		6	15	4.6	4.6	4.6	4.6	
	<b>Average Rating</b>							<b>4.70</b>	
<b>Total Over-all Rating</b>								<b>38.70</b>	

<b>Average Rating (Total Over-all Rating Divided by 8 )</b>		<b>4.84</b>
<b>Additional Points:</b>		
Punctuality		
Approved Additional Points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.84</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

Comments & Recommendations for Development Purpose:

Received by:

RTL QUINOLA  
: PRPEO

Calibrated by:

RA PATINDOL  
PMT

Recommending Approval:

BS BELONIAS  
Vice-President

Approved by:

EE TULIN  
President

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1- December 31, 2016Name of Staff: DALISAY F. ANDRESPosition: Administrative Aide VI

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		55				



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		21				
Average Score		4.47				

Overall recommendation : Keep up the good work!

  
MOISES NEIL V. SERINO  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dalisay F. Andres  
Performance Rating: July - December 2016

Aim: Enhanced delivery of administrative services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: November 16, 2016 Target Date: December 15, 2016

First Step:  
In-house training and updating of databases and proper record filing  
\_\_\_\_\_  
\_\_\_\_\_

Result:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

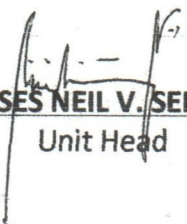
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:  
\_\_\_\_\_  
\_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
**MOISES NEIL V. SERINO**  
Unit Head

cc: ODA-HRD