

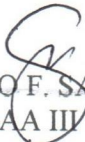
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

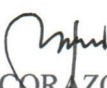
Name of Administrative Staff: CELSO F. SACRO


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.74	4.74 x 70%	3.318
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.323
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
CELSO F. SACRO  
AA III

Reviewed by:  
  
CORAZON U. NUEVO  
Head, Cash Office

Recommending Approval:  
  
REMBERTO N. PATINDOL  
Chairman, PMT

Approved:  
  
EDGARDO E. TULIN  
President

I, Celso F. Sacro, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2019 to June 30, 2019

CELSON F. SACRO  
Ratee

Approved: CORAZON U. NUEVO  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	4	4.67	
STUDENT SERVICES MFO5	Number of students records maintained and updated of college and high school students.	Assessed Students Fees	5,750	5,770	5	5	5	5	
		Generated assessment slips	5,750	5,770	5	5	5	5	
		Validated assessment/examination permit	3,480	4,200	5	5	4	4.67	
		Check & signed clearances.	1,080	1200	5	5	4	4.67	
		Prepared Report of Students Accts.Receivables	200	200	5	4	4	4.33	
		Prepared statement/billing of school fees	20	25	5	5	4	4.67	
		Prepared individual statement of accounts as requested	20	25	5	5	4	4.67	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Immediate response of claims inquiry	100%	100%	5	5	5	5	
Total Over-all Rating									42.67

Average Rating (Total Over-all rating divided by 9)		4.74
Approved additional points(with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		

Evaluated & Rated by:

CORAZON U. NUEVO  
Dept./Unit Head  
Date:

Recommending Approval:

LOUELLA C. AMPAC  
Director of Finance  
Date:

Approved by:

REMBERTO A. PATINDOL  
Vice President  
Date:

Comments & Recommendations for Development Purpose:

Needs training/ seminar to uplift more his interest and updates related to his assigned task.

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 30, 2019

Name of Staff: CELSO F. SACRO

Position: ADMIN. AIDE III

**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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. 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						53					
Average Score						4.41					

Overall recommendation : \_\_\_\_\_

  
CORAZON U. NUEVO  
Name of Head



### PERFORMANCE MONITORING FORM


Name of Employee: CELSO F. SACRO

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assessed students fees	Daily	Within the day	Immediately upon request of the students	Impressive	VS	
2	Encoded dorm fee, requested subjects ant other related school fees	Daily	Within the day	After enrollment period	Impressive	VS	
3	Generated assessment slips	Before examination period	10 days before examination period	Submitted to colleges 10 days before examination period	Impressive	O	
4	Validated assessment/examination permit	Before examination period	7 days bebefore examination period	Immediately upon presenting the form	Impressive	VS	
5	Checked & countersigned clearances	30 mins. Upon presenting the clearances	20 mins. Upon presenting the clearances	15 mins upon presenting the clearances	Impressive	VS	
6	Prepared statement of accounts, certification of fees and bills of school fees	After enrollment	After enrollment	Immediately upon receipt of request	Impressive	VS	

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

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

Prepared by:

  
CORAZON U. NUEVO  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CELSO F. SACRO  
Performance Rating: \_\_\_\_\_

Aim: To be an excellent administrative officer.  
Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: 2<sup>nd</sup> Quarter

First Step: To update knowledge to be effective administrative worker and policies/  
regulations on effective front liner staff.  
\_\_\_\_\_  
\_\_\_\_\_

Result: Able to performed task assigned effectively.  
\_\_\_\_\_  
\_\_\_\_\_

Date: June 2019 Target Date: 3<sup>rd</sup> Quarter

Next Step: Follow up learning skills through training and seminars  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:  
Effective and efficient front liner staff.

Final Step/Recommendation:  
Perform task effectively and efficiently.

Prepared by:

  
CORAZON U. NUEVO  
Unit Head

Conforme:

  
CELSO F. SACRO  
Name of Ratee Faculty/Staff