

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LEONARDA P. OTIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
21. Numerical Rating per IPCR	4.91	4.91 x 70%	3.44
22. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

Satin
 SANDRA C. TIU
 Administrative Assistant III

Esguerra
 ERLINDA S. ESGUERRA
 Head, ACCOUNTING Office

Recommending Approval:

Remberto A. Patindol
 REMBERTO A. PATINDOL
 Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
 President

I, **LEONARDA P. OTIDA**, of the Accounting 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 July 1 to Dec. 31, 2017

Leonarda P. Otida
LEONARDA P. OTIDA
 Ratee

Approved: *Erinda S. Esguerra*
ERLINDA S. ESGUERRA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of Dec. 31, 2017	Details of Accomplishment	Rating				Remarks
						Q ¹	E ³	T ³	A ⁴	
Processing Services	No. of projects controlled error free	Controls Project Releases funded by PCARRD (34), BAR(2), DA-RFU(2), CHED(12), Foreign funded(7) Others(4)	40	110%	controlled 44 projects	5	5	5	5	5.00
	No. of projects controlled error free	Prepares monthly balance per project	42	104%	monitored 44 projects	5	5	4	4	4.67
	No. of financial documents obligated	Obligates vouchers, payrolls, PO's and other financial documents under NGAS	500	129%	obligated 645 financial documents	5	5	5	5	5.00
	No. of documents earmark error free	Earmarks PRs, appointments, and contracts of the above projects.	90	111%	earmarked 100 documents	5	5	5	5	5.00
	No. of financial encoded	Encodes the obligated vouchers, payrolls and Pos to BAOM	500	129%	encoded 645 financial documents	5	5	4	4	4.67
	No. of check number posted error free	Posts check numbers to the obligated documents	500	120%	posted 600 financial documents	5	5	5	5	5.00
	No. of project financial report prepared within mandated time	Prepares quarterly project financial report for each project	20	110%	prepared 22 reports	5	5	5	5	5.00
Bookkeeping Services	No. of schedule prepared within mandated time	Prepares schedule of recapitulated liquidation of each project	40	105%	prepared 42 schedules	5	5	5	5	5.00
	No. of schedule prepared within mandated time	Prepares schedule of accounts payable of each project	40	102%	prepared 42 schedules	5	5	5	5	5.00
	No. of liquidation report prepared within mandated time	Prepares liquidation report of accounts payable for each project	20	105%	prepared 21 schedules	5	5	5	5	5.00
	No. of terminal reports prepared within mandated time	Prepares terminal project report	4	100%	prepared 4 reports	5	5	5	5	5.00
Total Over-all Rating						55	55	53	54.33	
Average Rating (Total Over-all rating divided by # of entries)						Comments & Recommendations for Development Purpose:				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Received by:

T. L. Quinanola
T. L. QUINANOLA
 PRPEO

Date: _____
 1 - quality
 2 - efficiency

Calibrated by:

Remberto A. Patindol
REMBERTO A. PATINDOL
 PMT

Date: _____
 3 - timeliness
 4 - average

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
 Vice President

Date: _____

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
 President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July1-Dec. 31, 2017

Name of Staff: Leonarda P. Otida Position: Administrative 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
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	58				
Average Score	4.83				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head