



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: MARIA PRECILLA P. BALO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

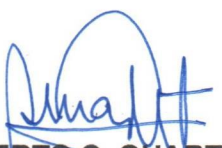
Prepared by:

  
MARIA PRECILLA P. BALO  
Name of Staff


Reviewed by:

  
EPIFANIA G. LORETO  
Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
College Dean

Approved:


  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs





## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, MARIA PRECILLA P. BALO, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING 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 December 2021.

  
**MARIA PRECILLA P. BALO**  
 Administrative Aide III  
 Date: 7/21/2021

Approved:   
**EPIFANIA G. LORETO**  
 Head, DCE  
 Date: 7/21/2021

  
**ROBERTO C. CUARTE**  
 Dean, CET  
 Date: 7/22/2021

Rating Equivalents:  
 5 - Outstanding  
 4 - Very Satisfactory  
 3 - Satisfactory  
 2 - Fair  
 1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPAA UMFO 3. Higher Education Management Services											
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	4	5	4.67	
UMFO 5. SUPPORT TO OPERATIONS											
OVPAA MFO 4. Program and Institutional Accreditation Services											
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations									
	<b>PI 9.</b> Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	1	1	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/ introduces improvements in performing functions resulting to best practice	1	1	4	4	4	4.00	
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Disinfect DCE Office and posted COVID related information	1	1	5	5	5	5.00	
		Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	500	532	5	5	5	5.00	
				Drafts Individual Class Schedule of the Faculty	15	8	5	5	5	5.00	
				Prepares report of actual teaching load	2	1	5	5	5	5.00	
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	10	6	5	5	5	5.00	
				Prepares Project Procurement Management Plan (PPMP)	1	3	5	5	5	5.00	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SAE	Prepares and reviews JO Payrolls and SA	10	10	5	5	5	5.00	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department and IPCR of the Head, finalize IPCR of the faculty under the department	10	11	4	4	4	4.00	
Number of Performance Indicators Filled-up							14				
Total Over-all Rating							67.667				
Average Rating							4.833				
Adjectival Rating							Outstanding				

Average Rating (Total Over-all rating divided by 5)		4.833
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.833
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:  
*To enrol unit in Master's degree while working*

Evaluated and Rated by:

*E. G. Loreto*  
**EPIFANIA G. LORETO**  
 Head, DCE  
 Date: 7/24/2024

Recommending Approval:

*Roberto C. Guarte*  
**ROBERTO C. GUARTE**  
 College Dean  
 Date: 7/22/2024

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 7/26/2024





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: Maria Precilla P. Balo

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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	5.00				

Overall recommendation : can do assigned tasks well

*E.P. Loreto*

**EPIFANIA G. LORETO**  
Printed Name and Signature  
Head of Office