


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **RAQUEL H. DOHILING**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.42
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: **4.85**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.85**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by: 
RAQUEL H. DOHILING
 AO I

Reviewed by: 
CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **Raquel H. Dohiling**, 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 **July 1 to December 31, 2018**

RAQUEL H. DOHILING
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	5	5.00	
DISBUSREMENT/ PROCESING MFO2	Percentage of funds disbursed with approved documents with customer satisfaction and error free	Reviewed & signed checks in the absence of the Cashier.	60	85	5	5	5	5.00	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Verified & signed Report of Collections	240	360	5	5	4.5	4.83	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received & receipted all income of the university(by fund)	5,100	5,365	5	5	4.5	4.83	
		Deposited daily collections intact to our depository bank (by fund)	250	1,667	5	5	5	5.00	
		Recorded daily collection and validated deposit slip in the cash book	95%	100%	5	5	4.5	4.83	
		Updated and monitored cash book	7	7	5	5	4	4.67	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Prioritized Senior Citizen/ PWD and Pregnant Women in paying school fees and other services.	100%	100%	5	5	5	5.00	
Total Over-all Rating									39.2

Average Rating (Total Over-all rating divided by 8)	4.90
Additional Points:	
Approved additional points(with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
She has to be developed, she has the potential to become future leader in this institution.

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:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2018
 Name of Staff: REUEL H. DOMINIAN Position: A.O. 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)					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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					27
Average Score					4.75

Overall recommendation : _____


 CORAZON U. NUEVO
 Name of Head

PERFORMANCE MONITORING FORM


Name of Employee: RAQUEL H. DOHILING

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & receipted daily income of the university	Daily	Within the day	Immediately upon presenting the request	Very impressive	O	
2	Deposited intact all collection to depository bank	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all collections to the collection book	Daily	On the following day	On the following day	Impressive	VS	
4	Assumed the duties of the head of office in her absence	As requested	Within the day/s requested	Immediately as designated	impressive	VS	
5	Prepared and generated deposit slip	Daily	Within the day	Within the day	impressive	VS	
6	Count all the monies turn-over by the Asst. CO.	Daily	Upon presented the collections assigned to her for the day	Before end of the day.	Very impressive	O	

* 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: RAQUEL H. DOHILING
Performance Rating: _____

Signature: _____

Aim: To develop ^{her} skills in managing the office in preparation for supervisory position

Proposed Interventions to Improve Performance:

Date: _____ Target Date: July - Sept. /18

First Step: Coaching & Mentoring her particularly in decision making

Result:

Reliable & responsible to handle higher position

Date: _____ Target Date: Oct. - Dec /18

Next Step:

Send her to Training / Seminar

Outcome: Attended the Seminar & applied the knowledge gained.

Final Step/Recommendation:

Has the potential & capacity for higher position.

Prepared by:

CORAZON U. NUEVO
Unit Head

Conforme:

RAQUEL H. DOHILING
Name of Ratee