COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Honey Jafia V- Calis

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.2
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	7	30%	1.5
	тот	AL NUMERICAL RATING	4.7

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
ADJECTIVAL RATING:	
Prepared by:	Reviewed by:
HONEY SOFIA V- COLIS Name of Staff	EDGARDO E. TULIN Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>HONEY SOFIA V. COLIS</u>, of the <u>Office of the President</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January - June, 2016.</u>

HONEY SOFIA V. COLIS

Ratee

Approved:

FRANCISCO G. GABUNADA JR.

Head of Unit

	Success Indicators	Tasks Assigned	Target for 2016		Ra		Rating		Remarks
MFO & PAPs				Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 6. General Adm. and Support Services	Number of linkages/MOAs established and executed	Package MOAs	20 MOAs	14	5	4	5	4.67	
	Number of events organized/coordinated/ photo documented	Draft notices/memoranda for participation and working committees	35 notices/memoranda	20	4	5	5	4.67	No.
		Arrange venue, accommodation, meals, flights of visitors, etc.	100 %	100 %	5	4	5	4.67	
		Prepare travel vouchers and trips tickets for university guests and events	100 %	100 %	5	4	5	4.67	
	Number of memoranda/ circulars prepared	Draft memoranda/circulars/special orders	350 memoranda/circulars	200	4	5	5	4.67	
	Percentage of documents screened and released on time	Screen documents for Pres. action	90% (14,000 documents)	8,376	5	5	4	4.67	
	100% reports/data submitted timely to regional and national agencies	Package reports/data required by regional and national agencies	100%	100 %	4	5	5	4.67	
	Number of correspondence prepared	Draft correspondence	200 correspondence	125	4	5	5	4.67	
	Number of meetings and travels facilitated of Univ. Pres.	Arrange meetings, accommodation, vehicles, meals, travel of Univ. Pres.	70 meetings, accommodation, vehicles, meals, travel	55	5	4	5	4.67	
	Zero complaint from clients	Answer phone calls accurately and timely	Zero complaint	Zero complaint	5	4	5	4.67	
		Provides advice to, and directs or assists clients (in the office or via email) in addressing their various public service demands/needs	Zero complaint	Zero complaint	5	5	4	4.67	
Total Overall Rating								4.67	

Average Rating (Total Over-all rating divided by 12)	4.67 Co	omments & Recommendations for Development
Additional Points:	Pt	urpose:
Punctuality		
Approved Additional points (with copy of approval)		
Served snacks		
FINAL RATING	4.67	
ADJECTIVAL RATING	Outstanding	

Received by:	Calibrate by:	Recommending Approval:	Approved by:
- Judy	Aug .		lilyril
Planning Office	PMT	Executive Assistant	Rresident
Date:	Date:	Date:	Date:

2 – Efficiency3 – Timeliness4 – Average

Instrument for Performance Effectiveness of Administrative Staff Rating Period: Jamay - June 2010

Name of Staff:	Honey	Sofia	V-	Colis	Position:	Admin.	Officer	IV
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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				

. Co	mmitment (both for subordinates and supervisors)		9	Scale		
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(3)	4	3	2	1
2.	Makes self-available to clients even beyond official time.	(3)	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

4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit. Demonstrates, teaches, monitors, coaches and motivates subordinates	(5)	4	3	2	1
4.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the	(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.	(3)	4	3	2	1
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
	eadership & Management (For supervisors only to be rated by higher upervisor)			Scale		
	Total Score	61)			
12	improvement of his work accomplishment. . Willing to be trained and developed.	<u>(5)</u>	4	3	2	1
11	. Accepts objective criticisms and opens to suggestions and innovations for	(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
	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

Overall recommendation

: excellent worker

EDGARDO E. TULIN
Name of Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS Performance Rating: OUTSTANDING

Aim: To acquire additional skills in clientele service and office management.

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

Date: April 2016	Target Date: April 2016				
First Step: Complete requirements for graduate degree	e (Masteral).				
Result: Degree completed.					
Date: October 2016	Target Date: October 2016				
Next Step: Enroll in higher postgraduate degree (Doctoral).					
Outcome:					
Final Step/Recommendation:					

Prepared by:

FRANCISCO G. GABUNADA JR.

Unit Head