

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2016)

Name of Administrative Staff: RONILLO V. CANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (70%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	0.70	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	0.30	0.999
TOTAL NUMERICAL RATING			4.359

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


RONILLO V. CANO
 Name of Staff


DANIEL M. TUDTUD, JR.
 VP for Planning, Resource Generation
 & External Affairs

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RONILLO V. CANO, of the PLANNING 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 January to June, 2016.

RONILLO V. CANO
Ratee

Approved:

DANIEL M. TUDTUD, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	Zero percent complaint from client served	Served clients with courtesy and friendly service	0 % complaint	0 % complaint (served clients with courtesy; immediate response to clients needs)	5	5	5	5	
Administrative and Support Services Management	Number of documents prepared/encoded/processed/ followed-up	Prepare, process and follow-up of administrative and financial documents like Cash advance, Pre-travel, Trip ticket, PR, RIS, Reimbursement, Claims, Liquidation, Job Request, PO, PPMP, DTR, CSR, Certificate of Appearance, etc.	20 Documents	35 Documents	5	5	4	4.66	
	Number of documents photocopied/sorted/bound	Photocopy, sorting and binding of documents AACCUP/ Memoranda/ OPCR/Reports/Strat Plan attendance etc.	1,000 pages, Sorting 2,500 pages, Photocopy 200 pages, Binding ----- 3,700 pages	1,500 pages, Sorting 3,000 pages, Photocopy 250 pages, Binding ----- 4,750 pages	5	5	4	4.66	
	Number of documents/ vouchers/communications received, released, delivered/distributed and mailed documents	Receive/release/deliver/ distribute documents/vouchers, communications and mailed documents thru courier	500 Documents/vouchers/c ommunications/ memoranda/reports/O PCR etc.	590 documents/vouchers/ communications/reports/ Memoranda/OPCR/mailed documents	5	5	5	5	
	Meetings/Reviews facilitated Number of meetings prepared and facilitated	Prepare and facilitate snacks during meeting	2 meetings	3 meetings served	5	5	4	4.66	

Total Over-all Rating									

Average Rating (Total Over-all rating divided by __)	23.98	4.8
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.8
ADJECTIVAL RATING		

Comments & Recommendations
for Development Purpose:

Received by:


Planning Office

Calibrated by:

REMBERTO A. PATINDOL
PMT

Recommending Approval:

Vice President
Date: 19 Dec 2016

Approved by:

EDGARDO E. TULIN
President
Date:

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016

Name of Staff: RONILLO V. CANO

Position: Administrative Asst. II

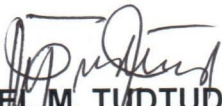
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (<i>For supervisors only to be rated by higher supervisor</i>)	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					

Overall recommendation : _____


DANIEL M. TUDTUD, JR.
 Vice President for Planning, Resource
 Generation, & External Affairs