

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO B. ALBA JR., of the Office of the Vice President for Administration & Finance commits to deliver and agree to the attainment of the following targets in accordance with the indicated measures for the period July to December 2017.

  
**ARTURO B. ALBA JR**  
Ratee

Approved:   
**REMBERTO A. PATINDOL**  
Head of Unit

MFOs & PAPs	Project/Activity	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Receiving, processing, and recording of financial and administrative documents coming in and out of OVPAF	T1. Recording in the logbook of financial and administrative documents coming in of OVPAF	360	535	148.6%	5	5	5	5.00	
		T2. Recording in the logbook of financial and administrative documents going out from OVAF	500	1309	261.8%	5	5	5	5.00	
		T3. Processing of routine administrative and financial documents within administration building	210	450	214.3%	5	5	5	5.00	
		T1. Sorting/consolidating of documents	130	210	161.5%	5	4	5	4.67	
	A3. Documents Filing	T2. Filing/binding of documents	10	30	300.0%	4	5	5	4.67	
	A4. Frontline Services	T1. Photocopying of various documents such as, memorandum and other supporting documents	210	405	192.9%	5	5	5	5.00	
		T2. Entertains queries to walk-in clients and employees	zero complaint	zero complaint	100.0%	5	5	4	4.67	
		T3. Serves snacks during meetings	100% completed	100% completed	100.0%	5	5	5	5.00	
		T4. Promptly attends to phone calls & telefax	zero complaint	zero complaint	100.0%	5	5	4	4.67	
	A5. Office Maintenance	T1. Cleaning office & surroundings of Budget Office, Finance Office, and Cash Office	100% completed	100% completed	100.0%	5	5	5	5.00	
		T2. Watering of Plants	100% completed	100% completed	100.0%	5	5	5	5.00	
		T3. Opening & closing doors & windows in office & Conference Room	100% completed	100% completed	100.0%	5	5	5	5.00	
Total Overall Rating								58.67		

Average Rating (Total Over-all rating divided by # of entries)		4.89	Comments & Recommendations for Development Purpose:
Additional Points:		0.00	
Punctuality		0.00	
Approved Additional points (with copy of		0.00	
FINAL RATING		4.89	
ADJECTIVAL RATING		OUTSTANDING	

Received by:

TERESITA L. QUIÑANOLA  
Head, PRPEO

Calibrated by:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Recommending Approval:

Approved by:

  
REMBERTO A. PATINDOL  
VP for Admin. & Finance

  
EDGARDO E. TULIN  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2017Name of Staff: ARTURO B. ALBA, JR.Position: ADMINISTRATIVE AIDE I

**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		59				

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	NA				
	Average Score	4.92				

Overall recommendation : \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
Name of Head

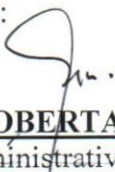
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: ARTURO B. ALBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
MARIA ROBERTA S. MIRAFLOR  
Administrative Officer I

Reviewed by:   
REMBERTO A. PATINDOL  
VP for Admin. & Finance

Recommending Approval:   
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:   
EDGARDO E. TULIN  
President