

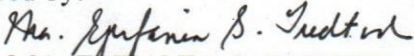
COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

Rating Period: JANUARY TO JUNE 2017

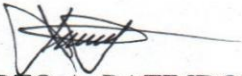
Name of Administrative Staff: MA. EPIFANIA G. TUdTUD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.65
ADJECTIVAL RATING: Outstanding

Prepared by: 
MA. EPIFANIA G. TUdTUD
Name of Staff

Reviewed by: 
TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Epifania G. Tuditud, of the Personnel Records and Performance Evaluation 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 1, 2017 to June 30, 2017.

Ma. Epifania G. Tuditud
MA. EPIFANIA G. TUTDUD

Approved:

Teresita L. Quinanola
TERESITA L. QUINANOLA

Ratee

Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaints	No complaints	5	4	5	4.67	
Documents for 201 files forwarded to Records Office	No. of documents for 201 files reviewed and encoded	Reviews documents for 201 files prior to encoding to PIS	138	214	5	4	4	4.33	
Personnel Development and Management									
In-house trainings conducted/facilitated	No. of in-house trainings/HR interventions conducted/facilitated	Assists in the conduct of in-house trainings	2	4	5	5	5	5.00	
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of comparative assessment prepared	Prepares comparative assessment for selection promotion of administrative staff	6	18	5	4	4	4.33	
Personnel Records Development and Management									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of leave applications	Processes, encodes and countersigns leave applications of casual and contractual staff	160	294	5	4	5	4.67	
Percentage of DBM/CSC/GSIS/BOR Rules and Policies on Employees Compensation and Benefits implemented	No. of payrolls	Reviews and countersigns payroll of regular employees,	26 payrolls with 1,398 pages	38 payrolls with 1,500 pages	5	5	5	5.00	
	No. of SALNs reviewed, summarized and submitted to CSC and Ombudsman	Reviews SALNs and submit report	600	598	5	5	5	5.00	
	No. of records updated	Updates the personnel information in the personnel information System	90%	90%	5	5	4	4.67	
	No of Notice of Salary Adjustments Prepared	Prepares Notice of Salary Adjustments	650	712	5	5	5	5.00	
	No. of Notice of Step Increment	Prepares Notice of Step Increment	30	39	5	5	5	5.00	
Personnel Information System	No. of Service Records	Updates service record database and prepares service record and certificates of employment	80certifications, 180 service records	142 certifications, 572 service records	5	5	5	5.00	
Total Over-all Rating								52.67	

MFO & PAPS	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
		Average Rating :		4.79	Q ¹	E ²	T ³	A ⁴	Comments & Recommendations for Development Purposes:	
MA. EPIFANIA G. TUTTUD		Additional Points:								
		Punctuality								
		Approved Additional points (with copy of approval)								
		FINAL RATING		4.79						
		ADJECTIVAL RATING								

Received by:

Calibrated by:

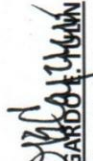
Recommending Approval:

Approved by:


PRPED


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. MANAN
President

Date: _____

Date: _____

Date: _____

Legend: 1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: MA. EPIFANIA G. TUDTUDPosition: Administrative Officer V

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		52.00				

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		N.A.				
Average Score		4.33				

Overall recommendation : _____


TERESITA L. QUINANOLA
 Head of Office