

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: ERLINDA S. ESGUERRA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	4.95 x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 x 30%	1.46
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>


TOTAL NUMERICAL RATING: 4.93  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
SANDRA C. TIU  
Administrative Assistant III



Reviewed by:

  
ERLINDA S. ESGUERRA  
Head, Accounting

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President 

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ERLINDA S. ESGUERRA**, of the Accounting 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 to June 30, 2016

*Esguerra*  
**ERLINDA S. ESGUERRA**  
 Ratee

Approved:

*Schan-ampac*  
**LOUELLA C. AMPAC**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishment As of June 2016	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Bookkeeping Services	No. of quarterly financial project reports reviewed and certified within the mandated time	Reviews and certifies quarterly financial project reports with supporting schedules	710	113%	certified 802 project reports	5	5	4	4.67	
	No. of montly, quarterly, and year-end financial reports with supporting schedules reviewed and certified within the mandated time	Reviews and certifies monthly, quarterly, and year-end reports with supporting schedules	605	104%	certified 629 financial reports	5	5	5	5.00	
	No. of reports prepared within the mandated time	Prepares monthly Report of Disbursement and quarterly report of income/receipts	4	100%	prepared 4 reports	5	5	5	5.00	
Processing Services	No. of financial documents certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Reviews and certifies financial documents (vouchers, payrolls, appointments,contracts, PR, ITR and etc.) and controls cash allocation	10,500	122%	certified 12838 documents	5	5	5	5.00	
	No. of reports prepared within the mandated time	Prepares communications and other related office reports	15	120%	prepared 18 communications and other related reports	5	5	5	5.00	
	No. of transactions recorded error free	Records transactions for control of cash allocation and preparation of schedule of cash flow	1,850	105%	recorded 1945 documets	5	5	5	5.00	
Supervisory Services	No. of staff supervised	Plans activities and supervises office staff	17	100%	supervised 17 staff	5	5	5	5.00	
Total Over-all Rating						35	35	34	34.67	
Average Rating (Total Over-all rating divided by # of entries)					4.95	Comments & Recommendations for Development Purpose:  <i>100%</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.95					
ADJECTIVAL RATING					Outstanding					



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2016

Name of Staff: ERLINDA S. ESGUERRA Position: Accountant IV

**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		58				
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	25				
Average Score	4.88				

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

*dehan-ampac*  
LOUELLA C. AMPAC  
Name of Head