

Annex P


COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Analou S. Montejo

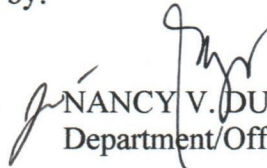
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.81  
ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
ANALOU S. MONTEJO  
Name of Staff



Reviewed by:

  
NANCY V. DUMAGUING  
Department/Office Head

Recommending Approval:


\_\_\_\_\_  
Chairman, PMT

Approved:

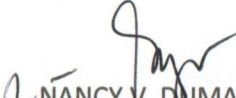
  
EDGARDO E. TULIN  
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALOU S. MONTEJO, of the Department of Consumer & Hospitality Management 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.

  
ANALOU S. MONTEJO  
Ratee

Approved:

 *Done 7/4/2016*  
NANCY V. DUMAGUIN  
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	95% no complaint	100%	✓	✓	✓	5.00	
Student Services	Documents requested by students served on time 1. Internal clearance 2.Registration Permit 3.Students' Waiver 4. Univ. Student IDs	Served documents on time as requested	95%	100%	✓	✓	✓	5.00	
	Percentage of requested documents issued on time	Issued documents on time as requested	85%	95%	✓	✓	✓	4.64	
Teaching Performance Evaluation (NBC 461 & QCE)	Number of evaluations computed and results submitted to OVPI/PRPEO within the deadline during evaluation period	Conducted teaching performance evaluations and submitted results to OVPI/PRPEO	1	8	✓	✓	✓	5.00	

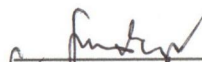
Secretariat Works	Number of documents prepared/ submitted on time <ul style="list-style-type: none"> <li>• Communications</li> <li>• Standard government forms             <ul style="list-style-type: none"> <li>- Trip tickets</li> <li>- RIS</li> <li>- Travel Order</li> <li>- DTRs</li> <li>- Payrolls</li> <li>- Application for Leave</li> <li>- Appointments/Contracts</li> <li>- Purchase Requests</li> <li>- ORS/BURS</li> <li>- Disbursement Vouchers</li> <li>- Personal Data Sheet</li> <li>- SALN</li> <li>- CHED</li> </ul> </li> </ul>	Submitted and prepared on time communications and standard government forms	200	732	✓	✓	✓	4-66	
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Other Services	Delivered documents and other materials to instructors, advisers of students and other offices inside/outside of VSU	Delivered documents to instructors, advisers of students and other offices inside/outside of VSU	250	520	5	5	4	4.66	
Total Over-all Rating								28.98	

Average Rating (Total Over-all rating divided by 6 )		4.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		VP

Comments & Recommendations for Development Purpose:

Received by:

  
Planning Office

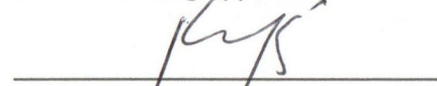
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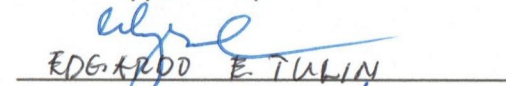
Date: \_\_\_\_\_

Recommending Approval:

  
Vice President

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

Approved by:

  
EDGARDO E. TULIN  
President

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

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