

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: HERMINIA R. ALVARADO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.86


TOTAL NUMERICAL RATING: 4.86  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
HERMINIA ALVARADO  
Administrative Aide IV


Reviewed by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

Recommending Approval:

  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin and Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HERMINIA R. ALVARADO, 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 July 1, 2018 to December 31, 2018.

HERMINIA R. ALVARADO

Ratee

Approved:

ERLINDA S. ESGUERRA

Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2018 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	19,000	105%	19,950	5	5	4	4.66	
	No. of entries prepared for remittances right after the payroll has finalized	Prepares draft of all deductions for remittances (VSUCC, Pagibig, GSIS, WTAX, PHILHEALTH, TUITION, LBP-Sal, etc.)	550	115%	582	5	5	5	5.0	
	No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	683	105%	717	5	5	4	4.66	
	No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	95	105%	98	5	5	5	5.0	
	No. of staff cleared error free	Countersigns clearance of regular staff	45	105%	50	5	5	5	5.0	
	No. of regular employees	Computes withholding tax of regular employees	700	115%	805	5	5	4	4.66	
Total Over-all Rating						30	30	27	28.98	

Average Rating (Total Over-all rating divided by # of entries)

4.83

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

4.83

ADJECTIVAL RATING

OUTSTANDING

Evaluated and Rated by:

Recommending Approval:

Approved:

ERLINDA S. ESGUERRA

Head, Accounting Office

Date :

1. quality

2. efficiency

3. Timeliness

4. average

LOUELLA C. AMPAC

Director for Finance

Date:

REMBERTO A. PATINDOL

Vice Pres. for Admin. and Finance

Date:

Comments & Recommendations for Development Purpose:

To attend training on updates of BIR regulation.



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2018

Name of Staff: Herminia Alvarado Position: Administrative Aide III

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 (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	59				
Average Score	4.92				

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

  
ERLINDA S. ESGUERRA  
Name of Head


Name of Employee: HERMINIA R. ALVARADO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendations
1	Posting of salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 days & 1\2	VI	O	
2	Prepared drafts of all deductions for remittances.	prepares drafts of all deductions	after posting of payroll	5 days	3 days	VI	O	
3	Updates employees records in the data base (loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	I	VS	
4	Countersigned clearance of regular staff	countersigns clearance	daily	daily	daily	VI	O	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HERMINIA ALVARADO  
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2018

First Step:  
Training on BIR Rules and Regulations

Result: Improved Performance


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

Next Step:  
Recommend for Promotion

Outcome: \_\_\_\_\_

Final Step/Recommendation:  
Recommend for Promotion

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head

Conferme :

  
Rotee