



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

**Annex P**

Name of Administrative Staff: JULIA A. TABINAS (July – December 2019)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>


TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING

ADJECTIVAL RATING: 0

Prepared by: 

JULIA A. TABINAS  
Name of Staff

Reviewed by: 

ANALITA A. SALABAO  
Department/Office Head

Recommending Approval: 

ANALITA A. SALABAO  
Dean/Director

Approved: 

BEATRIZ S. BELONIAS  
Vice President

*Vision: A globally competitive university for science, technology, and environmental conservation.*

*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)**

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period July 2019 to December 2019

**JULIA A. TABINAS**

Ratee

Approved: 

**ANALITA A. SALABAO**

Head of Unit

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>Administrative Support Services</b>								
	<b>Preparation of policies/issuances/correspondence</b>								
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	40	67	5	5	5	5.00	
	<b>Issuance of existing documents</b>								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	380	590	5	5	5	5.00	
	<b>Clearance from office accountability</b>								
	No of staff/students Cleared from accountability	incharge	135	180	5	5	5	5.00	
	<b>Secretariat work</b>								
	No. of documents encoded and printed	incharge	675	830	5	5	5	5.00	
	<b>Information and record management</b>								
	No. of incoming/ outgoing documents recorded	assistant	100	130	4	5	5	4.67	
	No. of documents filed/archived/retrieved	incharge	275	400	5	5	4	4.67	
	<b>Emails</b>								
	No. of emails downloaded and filed	incharge	120	205	5	5	5	5.00	
	No. of emails attachment downloaded	incharge	120	205	5	5	5	5.00	
	<b>Preparation of Standard Government Forms</b>								
	<b>Claims/Reimbursements</b>								
	Travel order, Cash advances, trip ticket, RIS prepared	incharge	12	25	5	5	5	5.00	
	No. of itinerary of travel, liquidation report prepared	incharge	6	15	5	5	5	5.00	
	No. of purchase request, Job request prepared	incharge	15	21	5	5	5	5.00	
	No. of appointments/contracts/Job order prepared	incharge	2	4	5	5	5	5.00	
	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for	incharge	65	85	5	5	5	5.00	
	Payrolls prepared								
	<b>Attendance to meetings/trainings/workshop</b>								

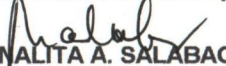


Meetings/Trainings/seminar workshops/ attended	participant	4	8	5	5	5	5.00
<b>Preparation of plans and reports</b>							
Annual Procurement Plan (APP) prepared	incharge	1	2	5	4	5	4.67
<b>Involvement in Teaching Support Services</b>							
Teaching Load Assignment and Faculty Workload Prepared							
- Projected Workload	assistant	2	4	5	4	5	4.67
- Actual Teaching Load	assistant	15	27	5	5	4	4.67
- Individual Faculty Workload	incharge	15	27	5	4	5	4.67
No. of Faculty Performance monitored/evaluated	incharge	3	4	5	5	5	5.00
No. of classroom utilization prepared							
<b>Other Services</b>							
No. of copies printed/photocopied	incharge	2250	3200	4	5	5	4.67
No. of hours rendered for committee assignments complied with (MM)/ISO	incharge	30	40	4	5	5	4.67
<b>Total Over-all Rating</b>							

Average Rating (Total overall rating divided by 4)	4.87
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	0

Comments & Recommendations  
for Development Purpose:  
**Efficient & organized with her work. Very accommodating to all clients requests.**  
**Must be given opportunities to update here computer skills**

Evaluated & Rated by:

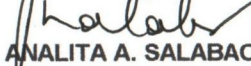
  
ANALITA A. SALABAO

Dept/Unit Head

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

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

Recommending Approval:

  
ANALITA A. SALABAO

Dean

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

Approved by:

  
BEATRIZ S. BELONIAS

Vice President

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





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: . . .

Name of Staff: \_\_\_\_\_ Position: \_\_\_\_\_

**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

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





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					
Average Score					

Overall recommendation :

  
ANALITA A. SALABAO

Printed Name and Signature  
Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

Head of Office: Analita A. Salabao

Number of Personnel: JULIA A. TABINAS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Administrative communications and functions	Periodic follow-up of documents that have to be submitted to adm. etc.	The use of executive note is very effective	IP messaging was very useful also	Very productive
Coaching	Letting her draft first an e-copy of all communications and then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and other documents		IP messaging is very useful	It's progressing quite effectively

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ANALITA A.SALABAO**  
Immediate Supervisor

Noted by:

  
**ANALITA A.SALABAO**  
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julja A. Tabinas  
Performance Rating: July-December 2019

Aim: Provide knowledge and upgrade skills in preparation for ISO

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2019 Target Date: December, 2019

First Step:  
Assisted in the preparation for International Organization for Standardization

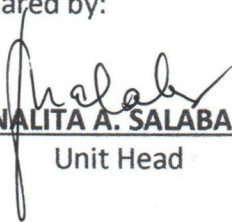
Result:  
Was able to assist in the preparation and attend the orientation of ISO


Date: Target Date:

Next Step:  
Continue preparing the documents for ISO

Outcome:  
Skills upgraded on efficient delivery of support services.

Final Step/Recommendation:  
Continued updating on the efficient delivery of support services and enhancing skills by attending seminars related to administrative services.

Prepared by:  
  
**ANALITA A. SALABAO**  
Unit Head

Conforme:   
**JULIA A. TABINAS**  
Ratee