

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January – June 2017

Name of Administrative Staff: JOSEFINA M. LARROSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Outstanding

Prepared by:

Reviewed by:


JOSEFINA M. LARROSA
Name of Staff


CONNEL D. ANTIPASO
Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017Name of Staff: Josefina M. Larrosa Position: Administrative Assistant 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

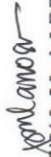
Total Score		59				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1	
2. Visionary and creative to draw 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		23				
Average Score		4.82				

Overall recommendation : _____


EDGARDO E. TULIN
 Name of Head

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSEFINA M. LARROSA**, of the Office of the President 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 - June, 2017.


JOSEFINA M. LARROSA
 Rate


 Approved: **CONNEL D. ANTIÑAS**
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target for 2017	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 6. General Adm. and Support Services	Generate resources/ funds from external sources	Prepare acknowledgment letters of fund releases with attachments sent to funding agencies and other concerned offices	40 letters	30	5	4	5	4.67	
	Number of linkages/MOAs established and executed	Package MOAs ready for parcel delivery	25 MOAs	18	5	4	5	4.67	
	Number of events organized/ coordinated/ photo documented	Prepare and reproduce memoranda for working committees	35 memoranda	20	5	5	5	5	
	Number of documents processed	Encode/format and reproduce correspondence	275 correspondence	320	5	4	5	4.67	
		Prepare and reproduce memoranda/circulars/special orders	350 memoranda/circulars/admin. orders	332	5	4	5	4.67	
		Prepare vouchers payments and reimbursements	100 vouchers	55	5	4	5	4.67	
	Annual Procurement Plan submitted on time	Prepare APP	1 APP	1	5	4	5	4.67	
	Percentage of records compiled and retrievable	Compile issuances and documents of legal cases	90% of 20 bound files	50 % 10 bound files	4	4	5	4.33	
	Zero complaints from clients	Answer phone calls accurately and timely	Zero complaint	Zero complaint	5	4	5	4.67	
		Customer-friendly assistance of walk-in office clients	Zero complaint	Zero complaint	5	5	5	5	
Total Overall Rating					49	42	50	4.7	

Average Rating (Total Over-all rating divided by 11)		4.7
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.7
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Received by:

[Signature]
Planning Office

Calibrated by:

[Signature]
REMBERTO A. PATINO
PMT

Recommending Approval:

Executive Assistant

Approved by:

[Signature]
President

Date:

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

Date:

Date:

Date:

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Josefina Larrosa
JOSEFINA M. LARROSA
Rate

Connel D. Antipaso
Approved: CONNEL D. ANTIPASO
Head of Unit

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