

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2016)

Name of Administrative Staff: MARY ANN G. COBICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.51	70 %	3.157
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30 %	1.401
<b>TOTAL NUMERICAL RATING</b>			<b>4.558</b>

TOTAL NUMERICAL RATING: 4.558

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.558ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


Mary Ann G. Cobico

Name of Staff

Manolo B. Loreto, Jr.

Office Head

Recommending Approval:



Chairman, PMT

Approved:

EDGARDO E. TULIN

President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **MARY ANN G. COBICO** of the University Student Services 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 of **JANUARY** to **JUNE, 2016**.

**MARY ANN G. COBICO**  
 Ratee

Approved: **MANOLO B. LORETO, JR.**  
 Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Counselor, PESO Manager, Student Assistant Coordinator	0 Complaint	0 complaint	5	5	5	5.00	
					5	3	4	4.00	
					5	4	5	4.67	
					5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social/career/academic)	50% of 5% of the total pop'n	92%	5	5	4	4.67	
					5	4	5	4.67	
					5	4	4	4.33	
					5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Percentage of students with academic deficiencies followed-up	Counseling referred students with academic deficiencies	70% of referred	76%	5	4	4	4.33	
					5	5	4	4.67	
					5	4	4	4.00	
					5	4	4	4.00	
Student Welfare: Guidance & Counseling Services	Number of individual records of new students updated (CME)	Encodes, profiles, and files individual inventory of new students	500	507	5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator /committee member in group guidance seminars/activities	3	3	5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Number of times information are disseminated	Acts as resource person; disseminates information/inquiries; updates bulletin boards/fliers	3	2	5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
					5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Number of other guidance related activities attended	Member/participant, presider, sec	4	4	5	4	4	4.00	
					5	4	4	4.00	
					5	4	4	4.00	
					5	4	4	4.00	
Institutional Student	Number of poor/disadvantaged students served by support to	Processes and verifies applications for student assistantships	150	179	5	5	4	4.67	
					5	5	4	4.67	
					5	5	4	4.67	
					5	5	4	4.67	

Services: Student Assistant Program	non-academic needs		Encodes and files applications of student assistants	150	179	5	5	4	4.67	
	Number of DTRs and payrolls signed	Sigs the DTRs and payrolls of student assistants	2500	2748	5	5	5	5.00		
Institutional Student Services: Career and Placement (PESO)	Number of established linkages with employers, seminars, job fair/job seeking conducted	Establishes/maintains linkages with employers	15	20	5	5	4	4.67		
		Conducts job fair/special recruitment	5	5	5	4	4	4.33		
		Attends PESO meetings and seminars	2	2	5	4	4	4.33		
		Conducts career activities to students	1	1	5	4	4	4.33		
		Conducts job seeking seminar	2	2	5	5	4	4.67		
		Encodes and files the skills registration forms of graduating students	500	661	5	5	4	4.67		
		Processes and verifies applications for SPES	80	104	5	5	4	4.67		
		Coordinates with DOLE re SPES	3	4	5	4	5	4.67		
Other Services		Serves as resource person for programs/seminars/fora	3	3	5	4	4	4.33		
		Signs clearance of students	800	895	5	5	5	5.00		
		Serves as officer in-charge of other sections	3	5	5	4	4	4.33		
Officer-in-Charge of AACCCUP documents	Number of activities attended in relation to accreditation	Attends accreditation related meetings	3	3	5	4	4	4.33		
		Facilitates the request of other offices for the AACCCUP documents	5	6	5	4	5	4.67		
Total Over-all Rating			108.33							

Average Rating (Total Over-all rating divided by 4)	4.51
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.51
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Received by:  
Planning Officer

Calibrated by:  
PMT

Recommending Approval:  
Vice President

Approved by:  
EDUARDO R. TULIN  
President

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016

Name of Staff: Mary Ann G. Cobico

Position: Guidance Counselor 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	56				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.67				

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



**MANOLO B. LORETO JR.**  
Name of Head