

Annex P

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

Name of Administrative Staff: SANDRA C. TIU

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.94	4.94 x 70%	3.46
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


SANDRA C. TIU
Administrative Assistant III

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SANDRA C. TIU** 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 to Dec. 31, 2017

Sandra C. Tiu
SANDRA C. TIU
Ratee

Approved:

Erinda S. Esguerra
ERLINDA S. ESGUERRA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishments As of Dec. 31, 2017	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Bookkeeping Services	No. of entries encoded to BAOM and recorded error free	Encodes & records Check Disb. Journal and JEV for Regular Agency Fund	5,000	121%	encoded and recorded 6,060 entries	5	5	5	5.00	
	No. of transactions posted error free	Posts transactions to SL and GL for Regular Agency Fund	4,250	124%	posted 5,250 transaction to SL and GL	5	5	5	5.00	
	No. of entries consolidated error free	Consolidates CkDJ of the main campus under Regular Agency Fund	3,900	108%	consolidated 4250 transactions of main campus	5	5	5	5.00	
	No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRI, CDI, CKDJ and post to	300	153%	consolidated 460 transactions of branch	5	5	5	5.00	
	No. of journals prepared within the mandated time	Prepares journals and JEV for regular agency Fund	130	142%	prepared 185 journals	5	5	5	5.00	
	No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	13	138%	posted 18 subsidiary ledger	5	5	5	5.00	
	No. of entries for liquidation of cash advances	Prepares liquidation summary report for Regular Agency Fund	105	147%	posted 155 entries of liquidation	5	5	5	5.00	
	No. of entries posted	Posts all report of supplies and materials issued to individual ledger cards under RAF	220	122%	posted 270 entries of supplies and material	5	5	4	4.67	
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Regular Agency Fund	6	100%	prepared 6 trial balance	5	5	5	5.00	
	No. of schedules of A/R prepared within the mandated time	Prepares schedule of A/R, Other Payables, and Accounts Payable under RAF	12	100%	prepared 12 schedules	5	5	5	5.00	
	No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM, GAS and other concerned agencies for RAF	8	100%	prepared 8 financial reports	5	5	4	4.67	
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS and PR's with supporting documents needed for the office as petty cashier	8	125%	prepared 10 vouchers, RIS and PR's	5	5	5	5.00	
	Other accomplishments	Acts as OIC in the absence of office head			signed financial documents					

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishments As of Dec. 31, 2017	Details of Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
Total Over-all Rating						60	60	58	59.333	
Average Rating (Total Over-all rating divided by # of entries)						Comments & Recommendations for Development Purpose:				
Punctuality					4.94					
Approved Additional points (with copy of approval)										
FINAL RATING					4.94					
ADJECTIVAL RATING					OUTSTANDING					

Received by:

T. L. QUINANOLA
PRPEO

Date: _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Calibrated by:

REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Date: _____

Approved:

EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2017

Name of Staff: Sandra S. Tiu 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						
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