

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY to JUNE 2017

Name of Staff: DANIEL M. TUdTUD, JR.

Position: UNIV./BOARD SECRETARY

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		85				
Average Score		5				

Overall recommendation : _____


EDGARDO E. TULIN
 President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : DANIEL M. TUdTUD, JR.

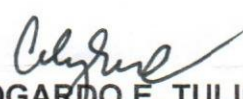
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	x 70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			5.00

TOTAL NUMERICAL RATING : 5.00
 ADD: Additional Approved Points, if any : -
 TOTAL NUMERICAL RATING : 5.00
 ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
 Admin Aide III

Reviewed by:


EDGARDO E. TULIN
 President

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

04/11/16
11/15

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DANIEL M. TUTTUD, JR., Head of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY 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 to June, 2017.


DANIEL M. TUTTUD, JR.
Ratee

Approved:


RICARDO E. TULIN
President

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	Zero percent complaint from client served		0%	0%	5	NA	NA	5	
	Number of meetings successfully undertaken	Served as Secretary during University and Board meetings	4 meetings	6	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
Meetings Organized and Facilitated	- University Academic Council								
	Number of BOR materials successfully distributed 7 days before the meeting	Distributed BOR materials to Board members	2 Official Trips	2	5	5	5	5	
	BOR Finance Committee	DMTutud	2 meetings	2	5	5	5	5	
	Number of completed documents prepared within 7 working days before scheduled meeting	Edited/finalized agenda of proposals/items for UADCO/UAC/BOR actions	100 Items	110	5	5	5	5	
Documents Prepared attendant to Meetings: * Proposals for action	- Board of Regents								
	- University Administrative Council								
	- University Academic Council								
	Number of completed documents prepared within 7 working days before scheduled meeting	Prepared Board Resolutions	80 pages	100	5	5	5	5	
Board Resolutions	- Board of Regents								
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after transcription and retrievable within 3 minutes	Prepared Minutes of UADCO/UAC/BOR meetings	100 pages	150	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
	- University Academic Council								

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Information Dissemination	Number of BOR resolutions/ documents released within 2 days from receipt of request	Approved requests for copies of minutes of meetings/BOR Resolutions	500 pages	720	5	5	5	5	
Performance of Other Functions Assigned by the President and the Board of Regents	Number of other assigned tasks completed before the deadline								
	* Attendance to Special/Standing University Committee Meetings	Attended special committee meetings	7 meetings attended	15	5	5	5	5	
	* In support of the Office of the Office of the University Registrar	Signed diplomas for all graduates of VSU system	1,000 diplomas signed	2,120	5	5	5	5	
Total Over-all Rating					50	45	45	50	

Average Rating (Total Over-all rating divided by 10)		5.00
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Received by: TERESITA L. QUINANOLA PRPEO Date: _____

Calibrated by: _____ Date: _____

Recommended Approval: FRANCISCO A. GABUNADA, JR. Executive Assistant Date: _____

Approved by: EDGARDO EFRAIN President Date: _____

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