

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **TERESITA G. MANATAD**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	4.77 x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66x 30%	1.39
TOTAL NUMERICAL RATING			4.72

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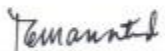
Add: Additional Approved Points, if any: **0.00**

TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


TERESITA G. MANATAD
Admin. Aide VI


MYRNA S. PANCITO
Head, Budget Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TERESITA G. MANATAD, of the Budget 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 to December 31, 2017.

Teresita G. Manatad
TERESITA G. MANATAD

Myrna S. Pancito
Approved: MYRNA S. PANCITO

Ratee					Head of Unit					
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of Dec. 31, 2013	Details of Actual Accomplishment	Rating			Remark	
						Q¹	E²	T³	A⁴	
Certified Financial Documents/Reports	Number of transaction recorded/encoded right after receipt of documents, error free	Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under Special Trust Fund Accounts to BAOM	95% : 2000 documents under STF	175%	3511	5	5	4	4.67	
	Number of sub-allotment & projects controlled 2 days upon receipt, error free	Controls office/center/dept . augmentation under STF and encode income from STF Projects to Registry of Receipts & Obligations Subsidiary Ledger of curent and prior years	95% : 2500 documents under STF & income recorded to 176 proj/mo.	195%	4,894	5	5	4	4.67	
	Number of documents obligated, 2 days upon receipt, error free	Obligates vouchers,purchase orders and payrolls and files BUR & vouchers copy under Fund 164(STF)	95% :2500documents obligated & filed under STF	140%	3511 documents under STF	5	5	4	4.67	
	Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 164(STF) Projects	90% :1200 document earmarks	115%	1383 documents	5	5	4	4.67	
	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under Fund 164 (STF) projects	15 internal reports	106%	16	5	5	5	5.00	
Administrative Support services and Management	Efficient & customer-Friendly Frontline Service	Entertain clients and observe no noon break policy	Zero percent complaint from clients served	100%	Zero percent complaint	5	5	5	5.00	
	Total Over-all Rating					30	30	26	28.67	
	Average Rating (Total Over-all rating divided by # of entries)				4.77	Comments & Recommendations for Development Purpose:				
	Additional Points:									
	Punctuality									
	Approved Additional points (with copy of approval)									
FINAL RATING					4.77					
ADJECTIVAL RATING										

Received by: *Edgardo E. Tumb*
EDGARDO E. TUMB
President

Recommended/Approval: *Edgardo E. Tumb*
EDGARDO E. TUMB
Vice President, Admin & Finance

Calibrated by: *Edgardo E. Tumb*
EDGARDO E. TUMB
PMT, Chairman

Date: _____ Date: _____ Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2017
 Name of Staff: Teresita G. Manatad Position: Admin. Aide VI


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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. 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					20
Average Score					4.0

Overall recommendation : _____


 MYRNA S. PANCITO
 Name of Head