

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(2016)**

Name of Administrative Staff: **JULIA A. TABINAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.85	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.86

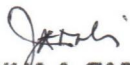
TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

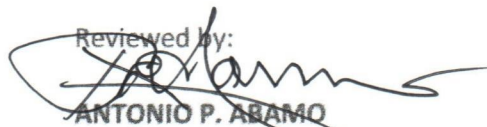
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: 0

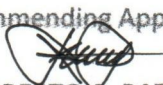
Prepared by:


JULIA A. TABINAS
Name of Staff

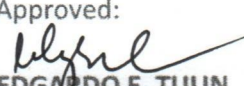
Reviewed by:


ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period January 2016 to June 2016

Julia A. Tabinas
 JULIA A. TABINAS

Ratee

Approved

Antonio P. Abamo
 ANTONIO P. ABAMO

Head of Unit

MFO & PAs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative Support Services					Q ¹	E ²	T ³	A ⁴	
	Preparation of policies/issuances/correspondence								
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	40	70	5	5	5	5	5.00
	Issuance of existing documents								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	90	120	5	5	5	5	5.00
	Clearance from office accountability								
	No of staff/ students Cleared from accountability	incharge	125	160	5	5	5	5	5.00
	Secretarial work								
	No. of documents encoded and printed	incharge	650	750	5	5	5	5	5.00
	Act as department secretary (since June 2014)		5	7	4	4	4	5	4.33
	Information and record management								
	No. of incoming/ outgoing documents recorded	assistant	100	175	5	5	5	4	4.67
	No. of documents filed/archived/retrieved	incharge	275	400	5	5	5	5	5.00
	Emails								
	No. of emails downloaded and filed	incharge	120	300	5	5	5	4	4.67
	No. of email attachment downloaded	incharge	120	300	5	5	5	5	5.00
	Preparation of Standard Government Forms								
	Claims/Reimbursements								
	Travel order, Cash advances, trip ticket, RIS prepared	incharge	20	30	5	5	5	5	5.00
	No. of itinerary of travel, liquidation report prepared	incharge	15	20	5	5	5	5	5.00
	No. of purchase request, Job request prepared	incharge	20	30	5	5	5	5	5.00

No. of appointments/contracts/job order prepared	incharge	3	4	5	5	5	5.00
Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for leave prepared	incharge	65	82	5	5	5	5.00
Payrolls prepared	incharge	4	6	5	5	5	5.00
Attendance to meetings/trainings/workshop							
Meetings/Trainings/seminar workshops/ attended	participant	6	7	5	4	5	4.67
Preparation of plans and reports							
Annual Procurement Plan (APP) prepared	incharge						
Involvement in Teaching Support Services							
Teaching Load Assignment and Faculty Workload Prepared							
- Projected Workload	incharge	2	4	5	5	4	4.67
- Actual Teaching Load	assistant	20	27	5	5	5	5.00
- Individual Faculty Workload	incharge	20	27	5	5	5	5.00
No. of Faculty Performance monitored/evaluated	incharge	10	25	5	5	4	4.67
No. of classroom utilization prepared	incharge	2	3	5	5	4	4.67
Other Services							
No. of copies printed/photocopied	incharge	2000	3000	5	4	5	4.67
No. of hours rendered for committee assignments complied with	incharge	20	50	5	4	5	4.67
Total Overall Rating				114	111	110	111.67
Average Rating							4.86
FINAL			4.86				
ADJECTIVAL							
RATING			0				

Comments & Recommendations

Received by:


Planning Office


Date _____

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date _____

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President

Date _____

Approved by:


EDGARDO E. TULIN
President

Date _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2016

Name of Staff: Julia A. Tabinas Position: Admin. Aide VI

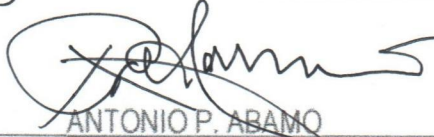
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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/She 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					24
Average Score					4.90

Overall recommendation : outstanding


 ANTONIO P. ABAMO
 Name of Head