

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

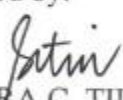
Name of Administrative Staff: HERMINIA R. ALVARADO

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 13. Numerical Rating per IPCR | 4.89 | 4.89 x 70% | 3.42 |
| 14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 4.92 x 30% | 1.48 |
| TOTAL NUMERICAL RATING | | | 4.90 |


TOTAL NUMERICAL RATING: 4.90
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


 SANDRA C. TIW
 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, **HERMINIA R. ALVARADO**, 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

Herminia R. Alvarado
HERMINIA R. ALVARADO
 Ratee

Esguerra
ERLINDA S. ESGUERRA
 Head of Unit

Approved: _____

| MFO & PAPs | Success Indicators | Tasks Assigned | 2017 Target | Percentage of Accomplishment As of Dec. 31, 2017 | Details of Accomplishment | Rating | | | | Remarks |
|-----------------------|--|--|-------------|--|------------------------------------|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| Processing Services | No. of entries posted right after the receipt of documents | Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, part-timers and Philippine Carabao Center regular staff in the Index of Payments (IP). | 11,000 | 114% | posted 12580 entries | 5 | 5 | 5 | 5.0 | |
| | No. of entries prepared for remittances right after the payroll has finalize | Prepares draft of all deductions for remittances (VSUCC, Pag-ibig, GSIS, WTAX, Philhealth, Tuition, LBP-Sal, etc.). | 300 | 138% | prepared 415 draft for remittances | 5 | 5 | 5 | 5.0 | |
| | No. of records updated error free | Updates employees records in the database (loans, salary increase, change of status etc.) | 700 | 117% | updated 820 records | 5 | 5 | 5 | 5.0 | |
| | No. of documents processed within 3 days after receipt | Processes updates of records to Philhealth, Pag-ibig and T.I.N. application to BIR at Ormoc City. | 60 | 146% | updated 88 records | 5 | 5 | 5 | 5.0 | |
| | No. of staff cleared error free | Countersigns clearance of regular staff. | 75 | 117% | 88 clearances countersigned | 5 | 5 | 4 | 4.7 | |
| | No. of regular staff | Computes withholding tax of regular staff | 700 | 117% | computed 820 withholding tax | 5 | 5 | 4 | 4.7 | |
| Total Over-all Rating | | | | | | 30 | 30 | 28 | 29.3 | |

| | | | |
|--|--|------|---|
| Average Rating (Total Over-all rating divided by # of entries) | | 4.89 | Comments & Recommendations for Development Purpose: |
| Additional Points: | | | |
| Punctuality | | | |
| Approved Additional points (with copy of approval) | | | |
| FINAL RATING | | 4.89 | |
| ADJECTIVAL RATING | | | Outstanding |

Received by: *T. L. Quinanola* **T. L. QUINANOLA** PRPEO
 Called by: *Remberto A. Patindol* **REMBERTO A. PATINDOL** PMT
 Recommending Approval: *Remberto A. Patindol* **REMBERTO A. PATINDOL** Vice President
 Approved: *Esguerra* **ERLINDA S. ESGUERRA** President

Date: _____ Date: _____ Date: _____
 1 - quality 3 - timeliness
 2 - efficiency 4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2017

Name of Staff: Herminia Alvarado Position: Administrative Aide IV

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