

Annex P

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

Name of Administrative Staff: **Sheila Marie C. Lemos**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.52	x 70%	3.16
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	x 30%	1.37
TOTAL NUMERICAL RATING			4.53


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

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


SHEILA MARIE C. LEMOS
Name of Staff


Reviewed by:


WOLFREDA T. ALESNA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SHEILA MARIE C. LEMOS**, of the Information 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 **January 1 to June 30, 2016**.


SHEILA MARIE C. LEMOS

Ratee

Approved:


WOLFREDA T. ALESNA

Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Documentation and publication services	100% activities/events documented and published by week	Assists in the documentation of university activities and archiving of photos	100% of university activities documented	100% of university activities documented	5	5	5	5.00	
	100% archiving of pictures for future reference by month and year	Archiving of photos	8,000	2,941	5	4	4	4.33	
Information services	Number of issues produced and distributed to units/clients in one day	Gather data and write articles for the Obelisk	100 articles	30 articles	5	3	3	3.67	
	Number of clients served with 90% satisfaction	Distribution of copies of the Obelisk to all key offices, centers, institutes, colleges, departments, units	100 clients	238 clients	5	4	4	4.33	
		Distribution of copies of the Obelisk to different agencies, offices, schools, thru mailing by the Records Section	100 clients	108 clients	5	4	4	4.33	

<u>Support Services</u>									
Administrative function		Preparation of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	30	121	5	5	5	5.00	
Efficient and customer friendly frontline service		Provide efficient and courteous frontline service	No complaints	No complaints	5	5	5	5.00	
Total Over-all Rating					25	20	20	31.66	
Average Rating (Total Over-all rating divided by # of entries)				4.52	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.52					
ADJECTIVAL RATING				Very Satisfactory					


Received by:


REDEMPTA L. SORIA
 Planning Office

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Recommending Approval: Approved:


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2016**

Name of Staff: **Lemos, Sheila Marie C.** Position: **Administrative Aide 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.		<u>5</u>	4	3	2	1
2. Makes self-available to clients even beyond official time		5	<u>4</u>	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	<u>4</u>	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.		<u>5</u>	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		<u>5</u>	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.		<u>5</u>	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.		5	<u>4</u>	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients		5	<u>4</u>	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		<u>5</u>	4	3	2	1
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	<u>4</u>	3	2	1
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment		<u>5</u>	4	3	2	1
12. Willing to be trained and developed		<u>5</u>	4	3	2	1

Total Score	55				
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					
Average Score	4.58				

Overall recommendation : _____



WOLFREDA T. ALESNA

Name of Head