

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: NORIETA B. BUSTILLO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91x 30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>

TOTAL NUMERICAL RATING: 4.91  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
 SANDRA C. TIU  
 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, **NORIETA BUSTILLO**, 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 January 1 to June 30, 2017

*[Signature]*

**NORIETA B. BUSTILLO**  
Ratee

*[Signature]*

Approved: **ERLINDA S. ESGUERRA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of June 30, 2017	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Bookkeeping Services	No. of entries encoded to BAOM	Encodes and records CKDJ and JEV for Fund 161	5,000	107%	encoded and recorded 5375 entries	5	5	5	5.00	
	Number of transactio posted	Posts transaction to General and Subsidiary Ledger for Fund 161 for main campus	2,000	118%	posted 2362 transaction	5	5	5	5.00	
	No. of entries encoded to Cash Receipt Journal recorded error free	Consolidates all transaction of the branch campuses and posts to GL and SL	110	141%	consolidated 155 transactionss	5	5	5	5.00	
	Number of trial balance prepared	Prepares trial balance for 161	6	100%	prepared 6 trial balance	5	5	4	4.67	
	Number of journal entry voucher prepared	Prepares and posts monthly income and expenses accounts per project to subsidiary ledger	300	113%	posted 338 transactions	5	5	4	4.67	
	No. of schedules of cash advance prepared within the mandated time	Prepares schedules of cash advances for fund 161.	8	100%	prepared 8 schedules of cash advance	5	5	5	5.00	
Total Over-all Rating	Number of journals prepared	Prepares monthly consolidated CDJ and CKDJ for main and branch campuses	24	100%	prepared 24 journals	5	5	5	5.00	
	No. of entries posted and computed	Posts Property, Plant and Equipment and computes depreciation expenses	910	119%	posted 1080 PPE	5	5	5	5.00	
						40	40	38	39	

Average Rating (Total Over-all rating divided by # of entries)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

4.92

4.92

Outstanding

Comments & Recommendations for Development Purpose:

Received by: *[Signature]*

**P. L. QUINANOLA**  
PRPEO

Calibrated by: *[Signature]*

**REMBERTO A. PATINDOL**  
PMT Chair

Approved: *[Signature]*

**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

1 - quality

2 - efficiency

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June. 30, 2017

Name of Staff: Norieta Bustillo Position: Administrative 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
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	4.91				

Overall recommendation : \_\_\_\_\_

  
ERLINDA S. ESGUERRA  
Name of Head