

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July to December 2017

Name of Administrative Staff: **FELIX C. ABANERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.30	70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: 4.31
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:
ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

FELICISIMA P. ISRAEL
Name of Staff

LOURDES B. CANO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX C. ABANERA**, of the Office of the Director for Administration and Human Resource Development 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, 2017 to December 30, 2017.


FELIX C. ABANERA
 Ratee

MFO/PAPS		Success Indicators	Task Assigned	Target Jul. - Dec 2017	Accomplishments		Rating				Remarks
					Actual Accomplishment	%age	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services											
OVPAF MFO 1: Human Resource Management & Development											
ODAHRD MFO 1. Administrative & Support Services Management											
PI.1 Efficient and customer friendly frontline service	Entertains clients and serve them promptly, efficiency and effectively	Entertains faculty and staff needing assistance or services of the office	zero complaint from clients served	zero complaint from clients served	100%	5	5	4		4.67	
PI.2 . No. of administrative services and financial/ administrative documents acted within time frame		Acts as alternative public desk assistance officer of the office	zero complaint from clients served	zero complaint from clients served	100%	4	4	4		4.00	
		Reproduces office documents	5000 copies	6102 copies	124%	5	5	4		4.67	
	Efficient Janitorial and Messengerial Services	Cleans the assigned offices, & CRs twice a day and maintains its cleanliness	100% completed	100% completed	100%	5	5	4		4.67	
		Maintains the surroundings and indoor plants	100% completed	100% completed	100%	5	4	4		4.33	
		Provides transportation service to staff doing official business in the lower campuses	100% complied	100% complied	100%	4.0	4	4		4.00	
	Processing of financial and personnel related documents	Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents	1500 documents released a day from receipt	1660 documents released a day from receipt	111%	5	4	4		4.33	

MFO/PAPS	Success Indicators	Task Assigned	Target Jul. - Dec 2017	Accomplishments		Rating				Remarks
				Actual Accomplishment	%age	Q ¹	E ²	T ³	A ⁴	
		Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents	150 documents processed	311 documents processed	207%	4	4	4	4.00	
	A4: Performing ad hoc assignments including accreditation & marketing & promotions	Open and pick up customers service comments every MondayPerforms ad hoc assignments from the President	100% complied	100% complied	100%	4	4.0	4	4.00	
ODAHRD MFO5. Personnel Development & Management services										
PI 12. No. of in-house HRD interventions conducted/facilitated	No. of in-house trainings assisted as to venue preparation	Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings	100% complied	100% complied	100%	5	4	4	4.33	
Total Over-all Rating									43.0	

Average Rating (Total Over-all rating divided by 10)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

4.30

XX

XX

4.30

0

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUINANOLA

Sup. Adm. Officer, PRPEO

Date:

Legend:

1 - Quality

Date: 2 - Efficiency

Calibrated by:

REMBERTO A. PATINDOL

PMT

Date:

Recommending Approval

Approved by:

REMBERTO A. PATINDOL

Vice President for Adm & Finance

Date:

3 - Timeliness

4 - Average

EDGARDO E. TULIN

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July -December 2017Name of Staff: Felix C. Abanera 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.	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		52				
Average Score		4.33				

Overall recommendation:

Should always be in the office when there are no messengerial works to be done.


LOURDES B. CANO

Name of Head

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