

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

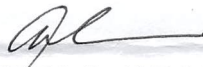
Name of Administrative Staff : DANIEL M. TUdTUD, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	x 70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	x 30%	1.5
TOTAL NUMERICAL RATING			5.0


TOTAL NUMERICAL RATING : _____
ADD: Additional Approved Points, if any : _____
TOTAL NUMERICAL RATING : _____

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


EDGARDO E. TULIN
President

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DANIEL M. TUdTUD, JR., Head of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY 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 to December, 2018.

DANIEL M. TUDTUD, JR.

Ratee

Approved:

EDGARDO E. TULIN

President

Personnel	Designation	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor
Head	University/Board Secretary	1	
Regular Admin Staff	Administrative Officer III	1	
Regular Admin Staff	Administrative Aide III	1	
Total		3	

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	Zero percent complaint from client served		0%	0%	5	NA	NA	5	
Meetings Organized and Facilitated	Number of meetings successfully undertaken	Served as Secretary during University and Board meetings	4 meetings	11	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
	- University Academic Council								
	Number of BOR materials successfully distributed 7 days before the meeting	Distributed BOR materials to Board members	2 Official Trips	6	5	5	5	5	
	BOR Finance Committee	DMTudtud	2 meetings	3	5	5	5	5	
Documents Prepared attendant to Meetings: * Proposals for action	Number of completed documents prepared within 7 working days before scheduled meeting	Edited/finalized agenda of proposals/items for UADCO/UAC/BOR actions	100 Items	192	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
	- University Academic Council								
Board Resolutions	Number of completed documents prepared within 7 working days before scheduled meeting	Prepared Board Resolutions	80 pages	396	5	5	5	5	
	- Board of Regents								

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after trascription and retrievable within 3 minutes	Prepared Minutes of UADCO/UAC/BOR meetings	100 pages	323	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
	- University Academic Council								
Information Dissemination	Number of BOR resolutions/ documents released within 2 days from receipt of request	Approved requests for copies of minutes of meetings/BOR Res.	500 pages	926	5	5	5	5	
Performance of Other Functions Assigned by the President and the Board of Regents	Number of other assigned tasks completed before the deadline								
	* Attendance to Special/Standing University Committee Meetings	Attended special committee meetings	5 meetings attended	7	5	5	5	5	
	* In support of the Office of the President	Acted special requests from OP/BOR	5 requests	8	5	5	5	5	
Total Over-all Rating					50	45	45	50	

Average Rating (Total Over-all rating divided by 10)	5.00
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	5.00
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Acceptable performance. Need to update and be exposed on directions and strategies to enable timely production of reports.

Evaluated & Rated by:

EDGARDO E. TULIN

President

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY to DECEMBER 2018

Name of Staff: DANIEL M. TUdTUD, JR. Position: UNIV./BOARD SECRETARY

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					
Average Score					

Overall recommendation : _____


EDGARDO E. TULIN
President

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

Name of Office : OFFICE OF THE UNIVERSITY SECRETARY

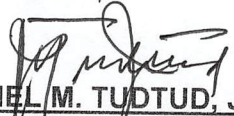
Head of Office : PROF. DANIEL M. TUdTUD, JR.

Name of Personnel : _____

Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	One week before every UADCO, UAC, and BOR Meeting	
Coaching	After every UADCO, UAC and BOR Meeting	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


DANIEL M. TUdTUD, JR.
University/Board Secretary

Noted by:


EDGARDO E. TULIN
3 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : DANIEL M. TUdTUD, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: _____

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: September 2018 Target Date: _____

Next Step : Identify and institute measures to correct the factors leading to delay in
Preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


EDGARDO E. TULIN
President

Conforme:

DANIEL M. TUdTUD, JR.
University/Board Secretary