

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(2018)

Name of Administrative Staff: JULIA A. TABINAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

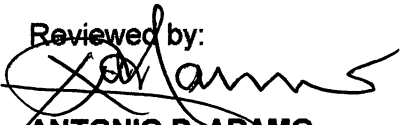
TOTAL NUMERICAL RATING: 4.87


FINAL NUMERICAL RATING


ADJECTIVAL RATING: 0

Prepared by:


JULIA A. TABINAS
Name of Staff

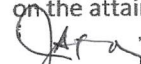
Reviewed by:

ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period January 2018 to June 2018


JULIA A. TABINAS

Ratee

Approved: 

ANTONIO P. ABAMO

Head of Unit

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services					Q ¹	E ²	T ³	A ⁴	
	Preparation of policies/issuances/correspondence								
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	43	60	5	5	5	5.00	
	Issuance of existing documents								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	375	500	5	5	5	5.00	
	Clearance from office accountability								
	No of staff/students Cleared from accountability	incharge	137	170	5	5	5	5.00	
	Secretariat work								
	No. of documents encoded and printed	incharge	675	800	5	5	5	5.00	
	Act as department secretary (since June 2014)		5	7	4	5	5	4.67	
	Information and record management								
	No. of incoming/ outgoing documents recorded	assistant	100	175	5	5	4	4.67	
	No. of documents filed/archived/retrieved	incharge	275	400	5	5	5	5.00	
	Emails								
	No. of emails downloaded and filed	incharge	120	205	5	5	4	4.67	
	No. of email attachment downloaded	incharge	120	205	5	5	5	5.00	
	Preparation of Standard Government Forms								
	Claims/Reimbursements								
	Travel order, Cash advances, trip ticket,RIS prepared	incharge	13	25	5	5	5	5.00	
	No.of itinerary of travel, liquidation report prepared	incharge	6	15	5	5	5	5.00	
	No. of purchase request, Job request prepared	incharge	15	21	5	5	5	5.00	

No. of appointments/contracts/Job order prepared	incharge	3	4	5	5	5	5.00
Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for leave prepared	incharge	65	82	5	5	5	5.00
Payrolls prepared	incharge	4	6	5	5	5	5.00
Attendance to meetings/trainings/workshop							
Meetings/Trainings/seminar workshops/ attended	participant	6	8	5	4	5	4.67
Preparation of plans and reports							
Annual Procurement Plan (APP) prepared	incharge						
Involvement in Teaching Support Services							
Teaching Load Assignment and Faculty Workload Prepared							
- Projected Workload	incharge	2	4	5	5	4	4.67
- Actual Teaching Load	assistant	10	27	5	5	5	5.00
- Individual Faculty Workload	incharge	10	27	5	5	5	5.00
No. of Faculty Performance monitored/evaluated	incharge	4	5	5	5	4	4.67
No. of classroom utilization prepared	assistant	2	3	5	5	4	4.67
Other Services							
No. of copies printed/photocopied	incharge	2000	3000	5	5	5	5.00
No. of hours rendered for committee assignments complied with (RQAT)		15	20	5	4	5	4.67
Total Over-all Rating							112.33

Average Rating (Total overall rating divided by 4)	4.88
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVIAL RATING	0

Comments & Recommendations
for Development Purpose:

Evaluated & Rated by:

ANTONIO P. ABAMO
Dept/Unit Head

Recommending Approval:

ANTONIO P. ABAMO
Dean

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: _____

Date: _____

Date: _____

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

Date: _____

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Original

SECRET

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12-27-64

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SECRET

155

It is a privilege to give you this honor, and I hope you will

2000

1886-1887

THE UNIVERSITY OF CHICAGO

SECRET

(1918) The basis of the present-day definition of "artistic" is the

40.0% of children in the sample were in the "at risk" category.

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1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

1. The first step in the process of the development of a new product is the identification of a market need. This is often done through market research, which can be conducted in a variety of ways, including surveys, focus groups, and interviews. The goal is to understand what customers want and need, and to identify any gaps in the current market.

100

100

INSTITUTE OF BIOLOGICAL MOLECULAR PHYSICS

1. The first of these is the fact that the system is not a simple one. It is a complex system, and the results of the analysis are not always straightforward. The system is a complex one, and the results of the analysis are not always straightforward. The system is a complex one, and the results of the analysis are not always straightforward.

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1. The following information is being furnished to you for your information only. It is not intended to be used for any other purpose.

1. The first step in the process of identifying a problem is to recognize that a problem exists. This is often done by comparing current performance with a desired state or goal. If there is a significant difference, a problem is identified.

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Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

Name of Staff: Julia A. Tabinas

Position: Adm. Aide

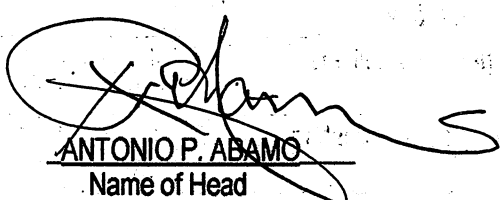
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 : _____



ANTONIO P. ABAMO

Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

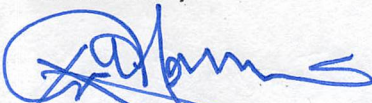
Head of Office: Antonio P. Abamo

Number of Personnel: JULIA A. TABINAS

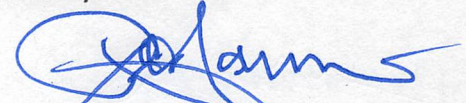
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Administrative communications and functions	During faculty meeting	The use of executive note is very effective	IP messaging was very useful also	Very productive
Coaching	Letting her draft and e-copy first on all communications then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and documents		IP messaging is very useful	Its progressing quite effectively

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

Conducted by:


ANTONIO P. ABAMO
 Immediate Supervisor

Noted by:


ANTONIO P. ABAMO
 Dean, CME

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Officer: _____

Address: _____

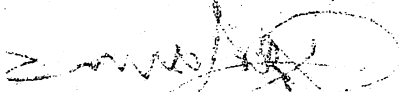
Number of Personnel: JULIA A. TABIAS

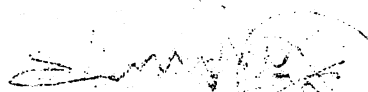
Remarks	MECHANISMS				Activity
	Individual	Team	Group	Organization	
Very productive	IP messaging was very useful also	IP messaging was very useful also	During faculty meeting	Administrative communications and functions	Monitoring
In progress quite effectively	IP messaging is very useful	IP messaging is very useful	Self-reflection from colleagues during meeting to help in distinguishing communications and documents	During first draft and e-copy files on all communications and documents	Coaching

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

Noted by:

Noted by:


ANTONIA TABIAS
Team Lead


ANTONIA TABIAS
Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas

Performance Rating: January - June 2018

Aim: Provide knowledge and upgrade skills in preparation for RQAT ocular inspection and for Level I AACCUP Accreditation

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

Assisted in the preparation for RQAT and for Level 1 AACCUP accreditation

Result:

Was able to attend the ocular inspection of the Regional Quality Assurance Team at RDE , Hall, VSU

Date:

Target Date:

Next Step:

Continue preparing the documents for AACCUP Level 1

Outcome:

Skills updagraded on efficient delivery of support services

Final Step/Recommendation:

Continue updating on efficient delivery of support services

Prepared by:


ANTONIO P. ABAMO

Unit Head

cc: ODA-HRD