

## Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
JULY TO DECEMBER 2016**

Name of Administrative Staff: **MARIA AGNES P. HERMANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	4.54 x .70	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	4.5 x .30	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.52</b>

TOTAL NUMERICAL RATING: 4.52  
 Add: Additional Approved Points, if any:             
 TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING: "VS"

Prepared by:


  
**MARIA AGNES P. HERMANO**  
 Name of Staff

Reviewed by:

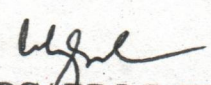
  
**ANDRELI D. PARDALES**  
 Department/Office Head

che  
11/17

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MA. AGNES P. HERMANO of the University Library 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 2016

*MA. AGNES P. HERMANO*  
MA. AGNES P. HERMANO  
Ratee

Approved: *Andreil D. Pardales*  
ANDREIL D. PARDALES  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2016 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5	Support to Operations (STO)									
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	0 Complaint from client	0 complaint	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters for books and other donations	"	75 communications/notice s/acknowledgement letter	80 communications/notices/acknowledgement	4	4.5	4.5	4.33	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	350 OR, Binding Order and Acknow. Receipt	385 OR, Binding Order & Ack. Receipt	4	4.5	5	4.5	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	350 Official Receipt	125 Official Receipt	5	4	4	4.33	
		PI 5 Number of official documents prepared: Purchase Requests Vouchers Leave applications Travel documents Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared	"	10 PR 10 Vouchers 16 Leave app. 7 Travel 6 Sales report 18 Job Request 8 Inspect. Report 49 ARE's	41 PR 41 Vouchers 18 Leave app. 9 Travel 6 Sales report 10 JR 20 Insp. Report 223 ARE's (books)	5	4.5	5	4.83	
		PI 6 Number of bound theses sorted for delivery/pick up by respective departments	"	220 Bound theses	371 Bound theses	5	4	4.5	4.5	
		PI 7 Number of bound theses sorted by personal copies	"	220 theses (personal)	291 personal	4	4	5	4.33	

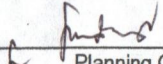


	PI 8 Number of Sales Invoice checked against approved PO for voucher preparation	"	10 Sales Inv.	41 Sales Inv.	5	4.5	4.5	4.67	
	PI 9 Number of approved Purchase Requests sent to book jobbers through fax and surface mail for issuance of Sales Invoice	"	10 PR's	41 PR's	4.5	4.5	4.5	4.5	
	PI 10 Number of books Request for Quotation send through fax / email to the book jobbers	"	50 books	223 books	5	4.5	4.5	4.67	
	PI 11 Number of PPMP books		50 PPMP books	223 books PPMP	5	5	4.5	4.83	
	PI 12 Number of days spent accomplishing NCCA project and preparing Terminal Report	"	5days	8 days	5	4	4	4.33	

Total Over-all Rating		4.75
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.54	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:


Received by:

  
Planning Office

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

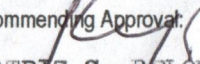
- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Calibrated by:

  
**DR. REMBERTO A. PATINDOL**  
PMT

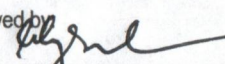
Date: \_\_\_\_\_

Recommending Approval:

  
**DR. BEATRIZ S. BELONIAS**  
Vice President

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

Approved by:

  
**Dr. EDGARDO E. TULIN**  
President

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



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2016**

Name of Staff: **MARIA AGNES P. HERMANO**

Position: **Adm. 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
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3.	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
4.	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
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7	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
8	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
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10	Willing to be trained and developed	5	4	3	2	1



Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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 : \_\_\_\_\_

  
**ANDRELI D. PARDALES**  
 Name of Head *che* 11/13/17