

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: NILDA D. GACUTAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING: 4.92
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


 SANDRA C. TIW
 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 (IPC..)

I, **Nilda D. Gacutan**, 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 July 1 to Dec. 31, 2016.

Nilda D. Gacutan
NILDA D. GACUTAN
 Ratee

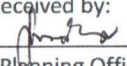
Approved:


Erlinda S. Esguerra
ERLINDA S. ESGUERRA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishments July- Dec., 2016	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Bookkeeping Services	No. of entries encoded to BAOM and recorded error free	Encodes & records Check Disb. Journal and JEV for fund 164 and VMO.	5,000	111%	encoded and recorded 5,598 entries	5	5	5	5.00	
	No. of transactions posted error free	Posts transactions to SL and GL for fund 164 and VMO	5,000	122%	posted 6,101 transaction to SL and GL	5	5	5	5.00	
	No. of vouchers prepared	Prepares fund transfer for PS and MOOE requirement for Visca Manila Office and prepare liquidation report	24	100%	prepared 24 vouchers	5	5	5	5.00	
	No. of journals prepared within the mandated time	Prepares journals and JEV for fund 164 and VMO	40	112%	prepared 45 journals	5	5	5	5.00	
	No. of journals prepared within the mandated time	Consolidares CKDJ for fund 164 and VMO	2,000	106%	consolidated 2125 transactions	5	5	4	4.67	
	No. of reports prepared within the mandated time	Prepares bank reconciliatin statements for fund 164(2 accounts)	12	100%	prepared 12 bank reconciliation statements	5	5	5	5.00	
	No. of schedule of cash advances prepared within the mandated time	Prepares aging schedules of cash advance, and A/R under fund 164	12	100%	prepared 12 schedules of cash advance and A/R	5	5	5	5.00	
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Fund 164	6	100%	prepared 6 Trial Balance	5	5	4	4.67	
Financial Report										
Total Over-all Rating						40	40	38	39.33	


Average Rating (Total Over-all rating divided by # of				4.92
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.92
ADJECTIVAL RATING				

Comments &
Recommendations for
Development Purpose:

Received by:

Planning Office

Calibrated by: 
R. A. PATINDOL
PMT

Recommending Approval: 
R. A. PATINDOL
Vice President

Approved: 
E. E. TULIN
President

Date: _____
1 - quality
2 - efficiency
3 - timeliness
4 - average

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December. 31, 2016

Name of Staff: Nilda G.Gacutan Position: Administrative Assistant II

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	4.92				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head