

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MERIAM M. LUNA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.83	70 %	3.38
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30 %	1.45
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: Outstanding


Prepared by:


Meriam M. Luna
Name of Staff

Reviewed by:


Manolo B. Loreto, Jr.
Office Head


Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MERIAM M. LUNA, of the USSO 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.

Approved:


MANOLO B. LORETO, JR.
 Head of Unit


MERIAM M. LUNA

Ratee

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administrative Aide/Staff	No complaint	0	5	5	5	5.00	
Student Development and Welfare Support	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Serves as committee member of seminar for staff & students	1	1	4	5	5	4.67	
	No. of poor/disadvantaged students served by support services for non-academic needs	Process and approves applications for dormitory/cottage residency and transients	100	250	5	5	5	5.00	
Student Services	Issuance of requested certificates/excuse letters/good moral and other documents of the same nature	I.) Issues of Certificates (CGMC, CA, Student Housing, Insurance & Scholars etc.)	300	650	5	5	5	5.00	
		II.) Issues of Excuse letters	2	30	5	4	5	4.67	
		III.) Issues of call slips	2	6	5	4	5	4.67	
		IV.) Interview & recommend students for ID replacement	70	109	5	5	5	5.00	
	Number of financial/administrative documents prepared	> Prepared Payrolls- Students Assistant, Job Orders, Stipend of Scholars & Honorarium	65	140	5	5	5	5.00	
		>Prepared Vouchers/ Travel Papers/PRs/RIS/Reimbursement & others	55	92	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Administrative Services	Number of appointments/contracts prepared	> Prepared Appointment of DBGF, Campus Ministers, Organization Advisers', Dormitory Advisers', Casual & Job Orders	70	105	5	5	4	4.67	
	Number of PPMP prepared	Prepared PPMP of USSO, Admissions, PESO, ESGPPA, Guidance, Testing, Dormitories & Guidance, Testing, Dormitories &	3	7	5	5	5	5.00	
	Number of Communication/Documents Prepared	>Prepared & Type different notice of meetings, request for overtime, travel orders, CSR, Memorandum, OIC & others	115	285	5	5	5	5.00	
	Number of Communication/Documents Logged/Encoded	Recording of incoming/outgoing documents	350	882	5	4	4	4.33	
		Coordinate in the reproduction of all forms for Student Housing, Organizations, Scholarships, Admissions & etc.	10	16	5	5	5	5.00	
	Number office documents-communications, memo, reports & others filed.	Filing of office documents-communications, memo, reports & others.	900	1300	5	4	4	4.33	
	Facilitates and screens clients of the Dean of Students.	Facilitating and screen clients of the Dean of Students	1200	2250	5	5	5	5.00	
								77.33	

Average Rating (Total Over-all rating divided by 19)	4.83
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:


Needs training on proper filing of documents


MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	


Evaluated and Rated By

Recomending Approval:

Approved by:


MANOLO B. LORETO, Jr.
Unit Head
Date: _____


MANOLO B. LORETO, Jr.
Dean, USSO
Date: _____


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: Meriam M. Luna

Position: Admin. 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		58				
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	4.83				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head