COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

EDERLINA S. DIANO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	1.40	
	TOTAL NUM	IERICAL RATING	4.75

TOTAL NUMERICAL RATING:

4.75

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

MYRNA S. PANCITO
Admin. Officer V

LOUELLA C. AMPAC

Lehan -aupro

Director of Finance

Approved:

REMBERTO A. PATINDOL
Vice-President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ederlina S. Diano, of the Budget 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 January 1-June 30, 2019

90√ EDERLINA S. DIANO Ratee MYRNA S. PANCITO
Approved

MFO & PAPs	Success Indicators Tasks Assigned		Target	Percentage of Accomplisment	Actual Accomplishme nt	Rating				Remarks
		Tasks Assigned				Q ¹	E ²	T ³	A ⁴	
Certified Financial	Number of transaction recorded/	Records/Encodes daily, obligated	95% : 4000 documents	110%	4,411	5	5	4	4.67	
Documents/Reports	encoded right after receipt of	Purchase orders, Vouchers & Payrolls								
·	diocuments, error free	under General Fund & IGP Accts. To BAOM								
	Number of sub-allotment & projects	Controls office/center/dept. sub-	95% :6650 documents	102%	6,822	5	5	4	4.67	
	controlled 2 days upon receipt, error	allotment under General Fund and	encoded & posted to the					1		
	free & posting & filing	encode income from IGP Projects to	BAOM & Subsidiary Ledger							
		Registry of Receipts & Obligations Subsidiary Ledger								
	Number of document Filed	Files ORS/BURS & PRs, vouchers, Payrolls under Fund 101 & IGP	95% : 5100 documents	112%	5,708	5	5	4	4.67	
	Number of documents earmarked,	Earmarks Job Orders, contracts of	95%: General Fund= 1800	133%	2,411	5	5	4	4.67	
	2days upon receipt, error free	Services, Purchase Request, RIS and								
		fund transfer under Fund 101 & under IGP	*							
	Number of status of funds monthly,	Prepares monthly, Quarterly & year-end	25 Registry of Allotment &	200%	50	5	5	5	5.00	
	quarterly and yearly status prepared	status of funds under Fund 101 & IGP	Obligations monthly & 100	*				1		
	within prescribed period, error free	projects	office, center quarterly reports & status of funds							
Administrative Support Services	Efficient & Customer-friendly	Entertain clients and observe no noon	Zero percent complaint from	100%	Zero Complaint	5	5	5	5.00	
and Management	Frontline Services	break policy	clients served							
Total Over-all Rating						30	30	26	28.67	
Access Delice (Total Occurs)					Comments & Reco	mmenda	ations for	Develorm	ent Durnosc	
Average Rating (Total Over-all				4.78	Mantrusa		CIA.	ationely	0 2	in tus
rating divided by 4)				1.70	maintains and relationship will one girth dixtmen survive relations alternations of the summan.					hinship
Additional Points:					10.110		CIM.	aum	with t	2
Approved Additional points					way when	M(. >	CIANA	ron.		
(with copy of approval)					altern U	micu c	,010			

FINAL RATING		4.78	
ADJECTIVAL RATING			
Evaluated & Rated by: MYRNA S. PANCITO Head	Recommending Approval: LOUELLA C. AMPAC Director of Finance		Approved: REMBERTO A. PATINDOL Vice-Pres. For Admin.

4- average

3-Timeliness

Date: ____ 1- Quality

2-Efficiency

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ederlina S. Diano Performance Rating: Outstanding To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs. Proposed Interventions to Improve Performance: Date: July 1,2019 Target Date: September, 2019 First Step: Send to Commission on Audit(COA) Training entitled: Laws and Rules on Government Expenditures (LARGE) . Result: Completion of the course that provide a common understanding of and uniform interpretation of laws, rules and regulations on government expenditures and disbursements. Target Date: _____ Next Step: Outcome: Developed skills and increased motivation through continuous update on work related trainings/ workshops. Knowlegde dissemination on return to office. Final Step/Recommendation: I have been consistently impressed by her attitude towards her work and her performance on the job. She is a tremendous asset to our office. Recommend to attend Training related to their function to the office. Prepared by: MYRNA S.PANCITO Unit Head

Conforme:

EDERLINA S. DIANO

Printed Name and Signature of Employee

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Perio	d:January 1 - June	30, 2019		_
Name of Staff:	Ederlina S. Diano	Position: _	_Admin. Aide	VI

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)		5	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	6	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	
7.	Keeps accurate records of her work which is easily retrievable when needed.	6	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	
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 0 0 0 0	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	6	4	3	2	
1	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	,

			-					
0	improvement of his work accomplishment							
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)		5	Scale	Э			
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				56			
	Average Score	4.0	7					

Overall recommendation	:
	MYRNA S. PANCITO
	MYRNA S. PANCITO Name of Head