

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: EDERLINA S. DIANO

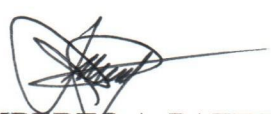
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.40
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
MYRNA S. PANCITO  
Admin. Officer V

Reviewed by:   
LOUELLA C. AMPAC  
Director of Finance

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


EDERLINA S. DIANO  
Ratee

MYRNA S. PANCITO  
Approved

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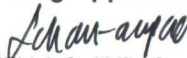
FINAL RATING				4.78
ADJECTIVAL RATING				

Evaluated & Rated by:

  
MYRNA S. PANCITO


Head

Recommending Approval:

  
LOUELLA C. AMPAC

Director of Finance

Approved:

  
REMBERTO A. PATINDOL

Vice-Pres. For Admin.

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

1- Quality

2-Efficiency

3-Timeliness

4- average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ederlina S. Diano  
Performance Rating: Outstanding

Aim: 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.

Date: 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 Period: 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)		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
1	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1

0 improvement of his work accomplishment					
12 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	56				
Average Score	4.67				

Overall recommendation : \_\_\_\_\_

  
MYRNA S. PANCITO  
Name of Head