Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (2018)

Name of Administrative Staff: JULIA A. TABINAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
		TOTAL NUMERICAL RATING	**4.89**

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING

ADJECTIVAL RATING: O

Prepared by:

JULIA A. TABINAS
Name of Staff

Reviewed by:

ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accorance with the indicated measures of the period July 2018 to December 2018

JULIA A. TABINAS
Ratee

Approved:

ANTONIO P. ABAMO
Head of Unit

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
Administrative Support Services									
	Preparation of policies/issuances/correspondence								
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	40	62	5	5	5	5.00	
	Issuance of existing documents								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	380	510	5	5	5	5.00	
	Clearance from office accountability								
	No of staff/students Cleared from accountability	incharge	135	170	5	5	5	5.00	
	Secretariat work								
	No. of documents encoded and printed	incharge	675	810	5	5	5	5.00	
	Act as department secretary (since June 2014)		5	7	4	5	5	4.67	
	Information and record management								
	No. of incoming/ outgoing documents recorded	assistant	100	175	5	5	4	4.67	
	No. of documents filed/archived/retrieved	incharge	275	400	5	5	5	5.00	
	Emails								
	No. of emails downloaded and filed	incharge	120	205	5	5	5	5.00	
	No. of emails attachment downloaded	incharge	120	205	5	5	5	5.00	
	Preparation of Standard Government Forms								
	Claims/Reimbursements								
	Travel order, Cash advances, trip ticket,RIS prepared	incharge	12	25	5	5	5	5.00	
	No.of itinerary of travel, liquidation report prepared	incharge	6	15	5	5	5	5.00	
	No. of purchase request, Job request prepared	incharge	15	21	5	4	5	4.67	
	No. of appointmens/contracts/Job order prepared	incharge	2	4	5	5	5	5.00	
	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for	incharge	65	82	5	5	5	5.00	

	Payrolls prepared			6	5	5	5	5.00	
	Attendance to meetings/trainings/workshop								
	Meetings/Trainings/seminar workshops/ attended	participant	5	8	5	4	5	4.67	
	Preparation of plans and reports								
	Annual Procurement Plan (APP) prepared	incharge	1	1	5	4	5	4.67	
	Involvement in Teaching Support Services								
	Teaching Load Assignment and Faculty Workload Prepared								
	- Projected Workload	incharge	2	4	5	5	4	4.67	
	- Actual Teaching Load	assistant	20	27	5	4	5	4.67	
	- Individual Faculty Workload	incharge	20	27	5	5	5	5.00	
	No. of Faculty Performance monitored/evaluated	incharge	4	5	5	5	5	5.00	
	No. of classroom utilization prepared	incharge	2	3	4	5	5	4.67	
	Other Services								
	No. of copies printed/photocopied	incharge	2250	3200	5	5	5	5.00	
	No.of hours rendered for committee assignments complied with (MM)	incharge	25	40	5	4	5	4.67	
Total Over-all Rating								117.00	

Average Rating (Total overall rating divided by 4)	4.88
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVIAL RATING	0

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

ANTONIO P. ABAMO
Dept/Unit Head
Date: _____

Recommending Approval:

ANTONIO P. ABAMO
Dean
Date_____

Approved by:

BEATRIZ S. BELONIAS
Vice President
Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2018

Name of Staff: Julia A. Tabinas Position: Adm. Aide

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					
Average Score					

Overall recommendation : always willing to learn new things!

ANTONIO P. ABAMO
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

Head of Office: Antonio P. Abamo

Number of Personnel: JULIA A. TABINAS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Administrative communications and functions	During faculty meeting	The use of executive note is very effective	IP messaging was very useful also	Very productive
Coaching	Letting her draft and e-copy first on all communications then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and documents		IP messaging is very useful	Its progressing quite effectively

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ANTONIO P. ABAMO
Immediate Supervisor

Noted by:

ANTONIO P. ABAMO
Dean, CME

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	2nd	3rd	4th

Name of Office: Dept. of Tourism and Marketing

Head of Office: Antonio P. Abano

Number of Personnel: JULIA L. LIBRAN

Activity Monitoring	Interacting: One-on-One	Interacting: Group	Listening	Offering Support	Remarks
Monitoring	Administrative communications and function	Binding Monthly meeting	The use of executive mode is very effective	If meeting was very useful also	Very informative
Coaching	Letting her draft and convey first on all communications then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and documents		If messaging is very useful	Progressing quite effectively

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ANTONIO P. ABANO
Immediate Supervisor

Noted by:

ANTONIO P. ABANO
Dept. Chief

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas
Performance Rating: July-December 2018

Aim: Provide knowledge and upgrade skills on Administrative Services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2018 - December 2018 Target Date:

First Step:
To attend a seminar that will upgrade skills in relation to administrative support services

Result:
Was able to attend a PRIME HRM, Gender Sensitivity Seminars

Date: Target Date:

Next Step:
Acquired additional knowledge and gathered documents for Area X and attended the AACCUP Survey Visit

Outcome:
Skills updgraded on efficient delivery of support services

Final Step/Recommendation:
Continue enhancing skills by attending seminars related to administrative services

Prepared by:

ANTONIO P. ABAMO
Unit Head

Conforme:

JULIA A. TABINAS
Ratee

PERSONAL DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas
Performance Rating: July-December 2012

Aim: Provide knowledge and upgrade skills on administrative services

Proposed Interventions to improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2012 - December 2012 Target Date:

First Step:
To attend a seminar. I will upgrade skills in relation to administrative support services

Result:
Was able to attend a PPMAE HRM, Gender & Sensitivity Seminars

Date: Target Date:

Next Step:
Acquired additional knowledge and gathered documents for Area X and attended the FACCUP Survey Visit

Outcome:
Skills upgraded on efficient delivery of support services

Final Step/Recommendation:
Continue enhancing skills by attending seminars relative to administrative services

Prepared by:

AMORITO A. ABAMO
Unit Head

Conforme:

JULIA A. TABINAS
Ratee