

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GILDA D. DURAN**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.61 | 70% | 3.23 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 3.92 | 30% | 1.18 |
| TOTAL NUMERICAL RATING | | | 4.41 |

TOTAL NUMERICAL RATING: 4.41

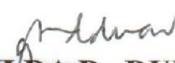
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.41

ADJECTIVAL RATING: VS

Prepared by:


GILDA D. DURAN
Name of Staff

Reviewed by:



RYSAN C. GUINOCOR
Department/Office Head

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, GILDA D. DURAN, Administrative Aide VI of Legal 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 February - June, 2019.


GILDA D. DURAN
 RATEE

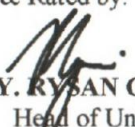
Approved:


ATTY. RYSAN C. GUINOCOR
 Unit Head

| MFOs/PAFs | Success Indicator | Tasks Assigned | Target Feb.- June 2019 | Accomplishment | | Rating | | | | Remarks |
|--|--|--|---------------------------|--------------------------|------------|----------------|----------------|----------------|----------------|---------|
| | | | | Actual Accomplishment | Percentage | Q ¹ | E ² | T ³ | A ⁴ | |
| OP MFO 2: Administrative services | | | | | | | | | | |
| Legal Office MFO 1: Administrative and Support Services Management | | | | | | | | | | |
| PI 1: Efficient legal support services | A1. Efficient and customer friendly assistance | T1: Entertains clients needs promptly, efficiently and effectively | no complaint | no complaints | | 5 | 4 | 4 | 4.33 | |
| | A.2 Meetings attended | T2: Attends meeting for the Head when on travel or on leave | 100% attendance | 100% | | 5 | 4 | 4 | 4.33 | |
| Legal Office MFO 2: Legal Documents Preparations | | | | | | | | | | |
| PI 2: Efficient preparation of legal documents | A.3. Prepare and review documents for notarization | T.3. Prepares/Assists in the preparation of Affidavit of Loss, contracts, etc. | 100% | 100% | | 5 | 4 | 5 | 4.67 | |
| PI 3: Number of office activities facilitated/attended | Facilitate/Attend office activites | T 3: Facilitate and assist office activities/team building, etc. | 2 | 2 | | 5 | 4 | 5 | 4.67 | |

| Legal Office MFO 3: Frontline Seervices | | | | | | | | | |
|---|--|--|---------------|----|--|---|---|---|------|
| PI 4. Efficient and customer-friendly frontline service | Zero percent complaint from clients served | no complaints | no complaints | | | 5 | 5 | 4 | 4.67 |
| Legal Office MFO 4: Support services for Instruction | | | | | | | | | |
| | Other assigned tasks | Administered performance evaluation of faculty | 12 | 12 | | 5 | 5 | 5 | 5 |
| | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | 4.66 |
| Average Rating : | | | | | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | 4 |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | 4.66 |
| | | | | | | | | | VS |

Evaluated & Rated by:


ATTY. RYSAN C. GUINOCOR
 Head of Unit

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Comments & Recommendations for Development Purposes:

Will be retiring on
 Dec. 2019

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: February - June 2019Name of Staff: GILDA D. DURANPosition: Administrative 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 |
| 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 | | 3.92 | | | | |
| 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 | | 3.92 | | | | |

Overall recommendation : _____


 RYSAN C. GUINOCOR
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA D. DURAN

Performance Rating: Very Satisfactory

Aim: To retire from government service gracefully and with a clean record.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: December 2019

First Step: To work on assigned task efficiently and effectively and on time till my retirement.

Result: Earned credits leading to Master of Arts in Public Management and Development

Date: _____ Target Date: December 2019

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ATTY. RYSAN C. GUINOCOR

Unit Head

Conforme:


GILDA D. DURAN

Ratee