

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)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: **4.72**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


MYRNA S. PANCITO
 Admin. Officer V


Reviewed by:


LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

EDERLINA S. DIANO

Ratee

MYRNA S. PANCITO

Approved

[illegible]

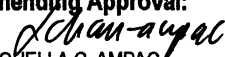
Average Rating (Total Over-all rating divided by 4)				4.78	Comments & Recommendations for Development Purpose: maintain good relationship with worker and good customer service relations even under stress. needs training seminar
Additional Points:					
Approved Additional points (with copy of approval)					
FINAL RATING				4.78	
ADJECTIVAL RATING					

Evaluated & Rated by:


MYRNA S. PANCITO

Head

Recommending Approval:


LOUELLA C. AMPAC

Director of Finance

Approved:


REMBERTA A. PATINDOL

Vice-Pres. For Admin.

Date: _____

1- Quality

2-Efficiency

3-Timeliness

4- average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2018

Name of Staff: EDERLINA S. DIANO

Position: ADMINISTRATIVE AIDE IV

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	55				
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	4.8				

Overall recommendation : _____


MYRNA S. PANCITO
 Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: EDERLINA S. DIANO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Obligates, records/encodes transaction right after receipt of documents	Obligated, recorded/encoded documents under GF Account to BAOM	Daily from July - Dec., 2018	Daily from July - Dec., 2018	Daily from July - Dec., 2018	O	O	The documents were released one day upon receipt
2	Controls sub-allotments and Projects	Controlled office/center/dept. augmentation under GF projects to Registry of Receipts & Obligations Subsidiary Ledger of Current expenses	Daily from July - Dec., 2018	Daily from July - Dec., 2018	Daily from July - Dec., 2018	O	O	The documents were released 2 days upon receipt
3	Obligates PO's, Vouchers, Payrolls and Binds ORS and voucher copies under General Fund	Numbers of documents obligated, 2days upon receipt, error free	Daily from July - Dec., 2018	Daily from July - Dec., 2018	Daily from July - Dec., 2018	O	O	The documents were released 2 days upon receipt
4	Earmarks JO's, Purchase Request, Petty Cash under General Fund	Number of documents earmarked, 2days upon receipt, error free	Daily from July - Dec., 2021	Daily from Jan-June, 2018	Daily from Jan-June, 2018	VS	VS	The documents were released 2 days upon receipt
5	Prepares monthly, quarterly & year-end status of funds under General Fund	Number of status of funds monthly, quarterly and year-end status prepared w/in prescribed period, error free	Every 5th at the end of the month, quarter & year	Every 5th at the end of the month, quarter & year	Every 10th at the end of the month, quarter & year	VS	VS	Submitted reports within mandated time
6	Efficient & Customer- Friendly Frontline Service	Entertained clients and observed no noon break policy	Daily from July - Dec., 2018	Daily from July - Dec., 2018	Daily from July - Dec., 2018	O	O	Zero complaint from clients served

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



MYRNA S. PANCITO
 Administrative Officer V

Exhibit L

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, 2018

Target Date: September, 2018

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. Knowledge 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