

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July 1 – December 31, 2017)

Name of Administrative Staff: **DALISAY F. ANDRES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	4.82 x 30%	1.45
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: **4.83**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.83**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DALISAY F. ANDRES
Name of Staff

Reviewed by:

MOISES NEIL V. SERIÑO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DALISAY F. ANDRES**, of the Department of Economics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2017 to , December 2017.

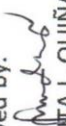
DALISAY F. ANDRES
Ratee

Approved: **MOISES NEIL V. SERIÑO**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/ Correspondence	7	10	Q1	E2	T3	A4	
	No. of CA issued		5	9	4.7	4.7	4.7	4.70	
	No. of Certification		10	15	5.0	5.0	5.0	5.00	
	No. of copies of doc. Issues		6	20	5.0	5.0	5.0	5.00	
	No. of staff cleared		1	2	4.7	4.7	4.7	4.70	
	Average Rating							4.84	
	No. of pages of documents encoded	Secretariat Work	130	190	5.0	5.0	5.0	5.00	
	No. of pages of documents printed		150	225	5.0	5.0	5.0	5.00	
	Average Rating							5.00	
	No. of communications/doc. Recorded	Information and Records Management	20	45	5.0	5.0	5.0	5.00	
	No. of consolidated/bound files		7	9	4.5	4.5	4.5	4.50	
	No. of records updated		7	9	4.5	4.5	4.5	4.50	
	No. of pages electronically filed		15	35	4.8	4.8	4.8	4.80	
	No. of documents retrieved & issued		55	70	5.0	5.0	5.0	5.00	
	No. of emails downloaded and filed		50	75	4.5	4.5	4.5	4.50	
	No. of pages printed		125	210	5.0	5.0	5.0	5.00	
	Average Rating							4.75	
	No. of trip tickets prepared	Preparation of Standard Government Forms	3	6	4.2	4.2	4.2	4.20	
	No. of RIS prepared		6	15	4.2	4.2	4.2	4.20	
	No. of TO's prepared		20	30	5.0	5.0	5.0	5.00	
	No. of Itinerary of Travel Prepared		6	10	4.5	4.5	4.5	4.50	
	No. of Certificate of Travel Completed		6	10	4.5	4.5	4.5	4.50	
	No. of DTR/CSR prepared		35	52	5.0	5.0	5.0	5.00	
	No. of payrolls prepared		5	6	4.7	4.7	4.7	4.70	
	No. of Application of Leave Prep.		20	38	5.0	5.0	5.0	5.00	
	No. of Contracts/Appointments prep.		3	6	4.2	4.2	4.2	4.20	
	No. of PRs prepared		8	14	5.0	5.0	5.0	5.00	


	No. of Vouchers prepared		7	23	5.0	5.0	5.0	5.0	5.0	5.00
	No. of claims/reimbursements prep.		4	9	4.8	4.8	4.8	4.8	4.8	4.80
	No. of PDS prepared.		1	2	4.5	4.5	4.5	4.5	4.5	4.50
	Average Rating									4.66
	No. of APP prepared	Preparation of Plans and Reports	3	12	5.0	5.0	5.0	5.0	5.0	5.00
	No. of Annual Report encoded and consolidated/Program Status Report		1	2	4.8	4.8	4.8	4.8	4.8	4.80
	Average Rating									4.90
	No. of meetings/seminars/trainings/workshops & Conferences Attended		2	10	5.0	5.0	5.0	5.0	5.0	5.00
	Average Rating	Attendance to meetings/seminars/trainings/workshops & Conferences								5.00
	No. of Projected Workload prepared		6	8	5.0	5.0	5.0	5.0	5.0	5.00
	No. of Actual Teaching Load prepared		2	3	5.0	5.0	5.0	5.0	5.0	5.00
	No. of Individual Fac. Workload prep.		6	15	5.0	5.0	5.0	5.0	5.0	5.00
	No. of Faculty Performance monitored	Involvement in Teaching Support Services	6	9	4.8	4.8	4.8	4.8	4.8	4.80
	No. of Classroom Utilization prepared		3	5	4.8	4.8	4.8	4.8	4.8	4.80
	No. of PMS-OPES prepared		5	10	4.8	4.8	4.8	4.8	4.8	4.80
	No. of handouts distributed to students		125	150	4.6	4.6	4.6	4.6	4.6	4.60
	Average Rating	Other Services								4.85
	No. of documents sorted/collated		150	215	5.0	5.0	5.0	5.0	5.0	5.00
	No. of committees assigned & complied		2	3	4.5	4.5	4.5	4.5	4.5	4.50
	No. of hours rendered for committee		6	13	4.5	4.5	4.5	4.5	4.5	4.50
	Average Rating									4.67
										38.67


Average Rating (Total Over-all Rating Divided by 8)		4.83	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional Points (with copy of approval)			
FINAL RATING		4.83	
ADJECTIVAL RATING		Outstanding	

Received by:

TERESITA L. QUIÑANOLA
 Head, PRPEO

Calibrated by:

REMBERTO A. PATINDOL
 PMT Chair

Recommending Approval:

BEATRIZ S. BELONIAS
 Vice-President for Instruction

Approved by:

EDGARDO E. TULIN
 President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2017Name of Staff: DALISAY F. ANDRESPosition: Administrative Assistant II

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		82				
Average Score		4.82				

Overall recommendation : _____

MOISES NEIL V. SERIÑO
Name of Head