

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

Name of Administrative Staff: MARWEN A. CASTAÑEDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70 %	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30 %	1.482
TOTAL NUMERICAL RATING			4.674

TOTAL NUMERICAL RATING: 4.674

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.674ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

Marwen A. Castañeda

Name of Staff

Manolo B. Loreto, Jr.

Office Head

Recommending Approval:



Chairman, PMT

Approved:

EDGARDO E. TULIN


President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARWEN A. CASTAÑEDA**, of the **University Student Services 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 **July to December, 2016**


MARWEN A. CASTAÑEDA

Ratee


MANOLO B. LORETO, JR.
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Coordinator; Graduate School Guidance Plans/prepares/formulates/designs guidance	0 Complaint 13	0 Complaint 16	5	5	5	5.00	
Student Welfare Unit: Guidance & Counseling Services	Number of guidance services conducted	Prepares and makes training design powerpoint	13	16	5	5	5	5.00	
		Coordinates with the different support service	25	30	5	4	4	4.33	
		Conducts consultations/case	25	32	5	4	4	4.33	
		Conducts/facilitates/participates as	15	18	5	4	5	4.67	
		Directly assists guidance counselors and	30	35	5	4	5	4.67	
		Designs/presents/utilizes guidance forms	20	36	5	4	5	4.67	
		Individual and group counseling (personal/social):	80%	92%	5	5	5	5.00	
Student Welfare Unit: Guidance & Counseling Services	Number of times	Follow-up, follow-through and consultations	80%	94%	5	4	5	4.67	
	Percentage of referred students/walk-in clients counseled	Encodes, profiles, and files individual inventory of new	100%	100%	3	4	4	3.67	
	Number of individual records of students updated (Graduate School)	Disseminates information/inquiries:	450	509	5	4	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Development Unit: Campus Ministry services	Number of times evaluation results, data gathered are analysed	Collates, analyses, makes recommendations and	3	4	5	4	5	4.67	
	Number of times research are done.	Initiates or participates in doing and accomplishing	2	2	3	4	4	3.67	
	Number of coordination/meeting with the different campus	Coordinates with campus ministers regarding their	3	5	5	4	5	4.67	
	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other Plans, coordinates and facilitates inter-campus Serve as GAD Focal Point	15	18	5	4	4	4.33	
Other Administrative Services	Number of other administrative services conducted	Person of USSO, attend	3	4	5	4	4	4.33	
		Serve as GAD Focal Point	5	8	5	4	4	4.33	
		Serves, attends meetings/initiatives as	10	27	5	5	5	5.00	
		Serves as resource person/lecturer/topic	12	15	5	5	5	5.00	
Total Over-all Rating		Signs activity permits/certificate of good	450	531	5	4	4	4.33	
		Serves as officer in-charge of USSO Dean's Office and	8	11	5	5	5	5.00	
								100.33	

Average Rating:		4.56	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional Points (with copy of approval)			
FINAL RATING		4.56	
Adjectival Rating		Outstanding	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	

Received by:

Calibrated by:

Recommending Approval:

Approved by:


Planning Officer


PMT


Vice President


President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016Name of Staff: Marwen A. CastañedaPosition: Guidance Coordinator


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	5	4	3	2	1

office or satisfaction of clientele					
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	59				
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	25				
Average Score	4.94				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head