COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISTRATIVE STAFF**

Name of Administrative Staff:

YOLANDA U. BALBARINO

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------|---|
| 13. Numerical Rating per IPCR | 4.76 | 4.76 x 70% | 3.33 |
| 14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 4.58 x 30% | 1.37 |
| | TOTAL NUM | ERICAL RATING | 4.70 |

TOTAL NUMERICAL RATING:

4.70

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.70

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARTA A. NUÑEZ AA IV

Reviewed by:

Head, Cash Office

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT: & REVIEW FORM (IPCR)

I, Yolanda U. Balbarino, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July 1, 2016 to December 31, 2016

Approved:

| YOLANDA U. BALBARINO | |
|----------------------|--|
| Ratee | |

| | | | | Actual | Percentage | Rating | | | | |
|----------------------------|--|--|--------|--------------------|-----------------------------|--------|-----|-----|------|--------|
| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Accomplisi ment | of Actual Accomplishment | Q | Е | Т | Α | Remark |
| FINANCIAL MANAGEMENT MFO 2 | | | | | | | | | | _ |
| Cash Management 2 | | | | | | | | | | |
| 2.1 Disbursement services | Maximized utilization of Cash Allocation intended for the university w/ | Received and encoded vouchers and payrolls ready | 9,600 | 10,000 | 104% | 5 | 4.5 | 4.5 | 4.66 | ; |
| | approved processed documents, customer satisfaction and error free. | Sorted payrolls and vouchers by funding and turned | 9,600 | 10,000 | 104% | 5 | _ | 4.5 | 4.5 | - |
| | | Encoded check issued ready for release | 9,600 | 10,000 | 104% | 5 | 4.5 | 4.5 | 4.66 | ; |
| | | | | | | | | | | |
| 2.2 Collection Services | Collected, receipted & deposited promptly all income of the University wi/ Developed system in easy access of semester and school year in paying accounts wi/ customer satisfaction and error free | Received & receipted income during peak season. | 300 | 350 | 116% | 5 | 5 | 5 | 5 | |
| | | Make use of the system in receiving accounts receivables | 20 | 25 | 116% | 5 | 5 | 5 | 5 | |
| 2.3 Financial Reports | Financial Reports Financial mandated Reports submitted to office concerned on the prescribed time and error free. | Prepared Report of check Issued & Cancelled for fund 101 Cebu, PCC, RF 161 & A/P | 25 | 18 | 120% | 5 | 4.5 | 4 | 4.5 | |
| | | Cross checked paid vouchers/payrolls against the cash book | 600 | 700 | 116% | 5 | 4 | 4 | 4.33 | |
| | Stamped "Paid to paid vouchers & payrolls of the assigned funds. | 1,000 | 1,200 | 120% | 5 | 5 | 5 | 5 | | |
| | | Generated, bounded and submitted Report of Checks Issued and cancelled. | 15 | 18 | 120% | 5 | 5 | 5 | 5 | |

| SERVICES & MANAGEMENT MFO | | | | T | | T | T | |
|---------------------------------------|---|----------------------------------|--------------------|------------------|--------|--------|---------|-----------|
| | 7AM to 7PM collection services to accommodate payments during | Collected school fees | 1,000 | | 5 | 5 | 5 | 5 |
| | enrollment w/ csutomer satisfaction and error free. | | | | | 1 | | +- |
| Customer Friendly | | | | | | + | + | + |
| Frontiline Service | No noon Break Policy to entertained clients during theis period | Catered the needs of the clients | 100% | | + | + | + | + |
| | | | | | \top | + | T | \forall |
| Total Over-all Rating | | | | | | | 47.0 | |
| Average Rating (Total Over-all rating | _ I divided by 10 | 4.76 | 10 105 | | | | 47.6 | , |
| Additional Points: | divided by 10 | 4.70 | Comments & Recomme | endations for De | velopr | nent P | urpose: | |
| Punctuality | | | | | | | | |
| Approved additional points(with copy | of approval) | | | | | | | |
| FINAL RATING | | 4.76 | | | | | | |
| ADJECTIVAL RATING | | 0 | | | | | | |
| Received by: | Calibrated by: | Recommending Approval: | Approved by | V. | | | | |
| | Acres 1 | Land | / ipprovod b | , | ly | nl | | |
| See to a | REMBERTO A. PATINDOL | REMBERTO A. PATINDOL | | FD | SARP | OF | TULIN | |
| Planning Office | PMT | Vice President | | | | | it de | |
| Date: | Date: | Date: | | | Da | | por | |
| 1 - Quality | | | | | | | | |
| 2 - Efficiency | | | | | | | | |
| 3 - Timeliness | | | | | | | | |
| 4 - Average | | | | | | | | |

Annex O

Instrument for Performance Effectiveness of Administrative Staff

| Rating Period: | Vale | -Ds. | 12016 |
|-------------------------|-------|--------------|-------|
| Name of Staff: Yours DA | 4. PM | BARINO Posit | ion: |

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) | | 5 | Scale | Э | |
|----|---|-----|---|-------|---|----|
| 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 |
| 2. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | 5 | 4 | 3 | 2 | 1 |
| 3. | Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks | (5) | 4 | 3 | 2 | 1 |
| 4. | 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- |
| 5. | Keeps accurate records of her work which is easily retrievable when needed. | 5 | 4 | 3 | 2 | 1 |
| 6. | Suggests new ways to further improve her work and the services of the office to its clients | 5 | 4 | 3 | 2 | 1 |
| 7 | 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 |
| 8 | 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 |
| 9. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | (5) | 4 | 3 | 2 | 1 |
| 10 | 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 | е | |
| 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 |
| 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 |
| Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. | | 4 | 3 | 2 | 1 |
| Accepts accountability for the overall performance and in delivering the output required of his/her unit. | 5 | 4 | 3 | 2 | 1 |
| 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 | | 4 | 3 | 2 | 1 |
| Total Score | 1 | 1 | , | | |
| Average Score | | 4a | 18 | | |

| Overall recommendation | : | |
|------------------------|---|------------------|
| | | mend |
| | | COPA SM U. NUEVO |
| | | Name of Head |