

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 NUMERICAL 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:


MARIA A. NUÑEZ
 AA IV

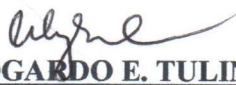

Reviewed by:


CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:






EDGARDO E. TULIN
 President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

YOLANDA U. BALBARINO
Ratee

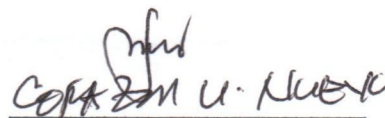
Approved: CORAZON U. NUEVO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2										
Cash Management 2										
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Received and encoded vouchers and payrolls ready	9,600	10,000	104%	5	4.5	4.5	4.66	
		Sorted payrolls and vouchers by funding and turned	9,600	10,000	104%	5	4	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 w/ Developed system in easy access of semester and school year in paying accounts w/ 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 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											
	7AM to 7PM collection services to accommodate payments during enrollment w/ csutomer satisfaction and error free.	Collected school fees	1,000				5	5	5	5	
Customer Friendly											
Frontline Service	No noon Break Policy to entertained clients during theis period	Catered the needs of the clients	100%								
Total Over-all Rating		47.65									
Average Rating (Total Over-all rating divided by 10)		4.76		Comments & Recommendations for Development Purpose:							
Additional Points:											
Punctuality											
Approved additional points(with copy of approval)											
FINAL RATING		4.76									
ADJECTIVAL RATING		O									
Received by:		Calibrated by:	Recommending Approval:	Approved by:							
 Planning Office Date:	 REMBERTO A. PATINDOL PMT Date:	 REMBERTO A. PATINDOL Vice President Date:	 EDGARDO E. TULIN President Date:								
1 - Quality											
2 - Efficiency											
3 - Timeliness											
4 - Average											

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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 : _____


 Name of Head