

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Honey Sofia V. Colis

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

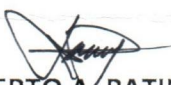
HONEY SOFIA V. COLIS

Name of Staff

  
FRANCISCO G. GABUNADA, JR.

Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL

Chairman, PMT

Approved:

  
EDGARDO E. TULINPresident 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HONEY SOFIA V. COLIS**, of the Office of the President 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 - December, 2016.

**HONEY SOFIA V. COLIS**

Ratee

Approved:

**FRANCISCO G. GABUNADA JR.**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Remaining Target (July-Dec 2016)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6. General Adm. and Support Services	Number of linkages/MOAs established and executed	Package MOAs	6 MOAs	10 MOAs	5	5	4	4.7	
	Number of events organized/coordinated/ photo documented	Draft notices/memoranda for participation and working committees	15 notices/memoranda	25 notices/memoranda	5	5	4	4.7	
		Arrange venue, accommodation, meals, flights of visitors, etc.	100 %	100 %	5	5	5	5	
		Prepare travel vouchers and trips tickets for university guests and events	100 %	100 %	5	5	4	4.7	
	Number of memoranda/ circulars prepared	Draft memoranda/circulars/special orders	150 memoranda/ circulars	210 memoranda/ circulars	5	5	4	4.7	
	Percentage of documents screened and released on time	Screen documents for Pres. action	90% of 5,624 documents	90% of 5,624 documents	5	4	5	4.7	
	100% reports/data submitted timely to regional and national agencies	Package reports/data required by regional and national agencies	100%	100%	5	5	4	4.7	
	Number of correspondence prepared	Draft correspondence	200 correspondence	205 correspondence	5	4	5	4.7	
	Number of meetings and travels facilitated of Univ. Pres.	Arrange meetings, accommodation, vehicles, meals, travel of Univ. Pres.	15 meetings, accommodation, vehicles, meals, travel	15 meetings, accommodation, vehicles, meals, travel	5	5	5	5	
	Zero complaint from clients	Answer phone calls accurately and timely	Zero complaint	Zero Complaint	5	5	5	5	
		Provides advice to, and directs or assists clients (in the office or via email) in addressing their various public service demands/needs	Zero complaint	Zero Complaint	5	5	5	5	
<b>Total Overall Rating</b>					<b>55</b>	<b>53</b>	<b>50</b>	<b>4.8</b>	

Comments & Recommendations for Development Purpose:


Average Rating		4.8
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
Served snacks		
FINAL RATING		4.8
ADJECTIVAL RATING		Outstanding


Received by:

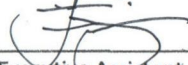
Calibrated by:

Recommending Approval:

Approved by:

  
Planning Office

  
PMT

  
Executive Assistant

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016

Name of Staff: Honey Sofia V. Colis Position: Adm. Officer IV

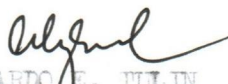
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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					

Overall recommendation : \_\_\_\_\_

  
 EDGARDO E. TULIN  
 Name of Head