



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

**Annex P**

Name of Administrative Staff: **JULIA A. TABINAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: 0

Prepared by:

**JULIA A. TABINAS**  
Name of Staff

Reviewed by:

**NILDA T. AMESTOSO**  
Department/Office Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period January 2020 to June 2020

*Julia A. Tabinas*  
JULIA A. TABINAS

Approved:

*Nilda T. Amestoso*  
NILDA T. AMESTOSO

Ratee

Head, DBM

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative Support Services					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>Preparation of policies/issuances/correspondence</b>								
	No. of pro-forma letters/cover/transmittal/acknowledgement letters prepared	incharge	60	65	5	4	5	4.67	
	<b>Issuance of existing documents</b>								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	400	450	5	5	4	4.67	
	<b>Clearance from office accountability</b>								
	No of staff/students Cleared from accountability	incharge	150	140	5	5	5	5.00	
	<b>Secretariat work</b>								
	No. of documents encoded and printed	incharge	800	1000	5	5	5	5.00	
	<b>Information and record management</b>								
	No. of incoming/ outgoing documents recorded	assistant	100	120	5	5	5	5.00	
	No. of documents filed/archived/retrieved	incharge	250	250	5	5	5	5.00	
	<b>Emails</b>								
	No. of emails downloaded and filed	incharge	150	160	5	5	5	5.00	
	No. of email attachment downloaded	incharge	150	160	5	5	5	5.00	
	<b>Preparation of Standard Government Forms</b>								
	<b>Claims/Reimbursements</b>								
	Travel order, Cash advances, trip ticket,RIS prepared	assistant	2	4	4	5	5	4.67	
	No.of itinerary of travel, liquidation report prepared	assistant	2	2	5	5	5	5.00	
	No. of purchase request, Job request prepared	incharge	5	5	5	5	5	5.00	



No. of appointments/contracts/Job order prepared	incharge	3	2	4	5	5	4.67
Daily Time Record (DTR)/ application for leave prepared	incharge	20	20	5	5	5	5.00
Payrolls prepared	assistant	4	4	5	5	5	5.00
<b>Attendance to meetings/trainings/workshop</b>				5	5	5	5.00
Meetings/Trainings/seminar workshops/ attended	participant	6	6	5	5	5	5.00
<b>Preparation of plans and reports</b>							
Annual Procurement Plan (APP) prepared	incharge	1	1	5	5	5	5.00
<b>Involvement in Teaching/Admin. Support Services</b>							
Teaching Load Assignment and Faculty Workload Prepared							
- Projected Workload	assistant	2	2	5	5	5	5.00
- Actual Teaching Load	assistant	20	20	5	5	5	5.00
- Individual Faculty Workload	incharge	20	20	4	5	5	4.67
- IPCR	assistant	13	16	5	5	5	5.00
Department Records Controller	DRC						
<b>Other Services</b>							
No. of copies printed/photocopied	incharge	2250	2800	5	5	5	5.00
<b>Total Over-all Rating</b>							108.33

4.92

Average Rating (Total overall rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVIAL RATING		

Comments and Recommendation  
for Development Purpose: Need to organize  
soft- and hardcopy of files for easy retrieval.

Evaluated & Rated by:

**NILDA T. AMESTOSO**

Head, DBM

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

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: Oct. 9, 2020

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:  
Name of Staff: Julia A. Tobinas Position: Administrative Aide

**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					58				
Average Score					4.83				

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

  
NILDA T. AMESTOSO  
 Printed Name and Signature  
 Head of Office

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management


Head of Office: **NILDA T. AMESTOSO**

Number of Personnel: JULIA A. TABINAS

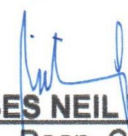
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Administrative communications and functions	Periodic follow-up of documents that have to be submitted to adm. etc.	The use of executive note is very effective	IP messaging was very useful also	Very productive
Coaching	Letting her draft first an e-copy of all communications and then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and other documents		IP messaging is very useful	It's progressing quite effectively

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**NILDA T. AMESTOSO**  
Immediate Supervisor

Noted by:

  
**MOISES NEIL V. SERIO**  
Dean, CME

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas  
Performance Rating: January-June 2020

Aim: Acquire more knowledge and upgrade skills to keep up with ISO standards

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

Continue to familiarize with new ISO procedures and formats and required documents; attend virtual orientation in the preparation of Procurement Plan and Management Program .

Result:

More efficient service and complete documentation of activities.

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

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

Next Step:

Continue to follow ISO standard procedures


Outcome:

Skills upgraded on efficient delivery of support services.

Final Step/Recommendation:

Continual updating of skills for more efficient delivery of support services and enhancing skills by attending virtual seminars related to administrative functions.

Prepared by:

  
**NILDA T. AMESTOSO**  
Unit Head

Conforme:

  
**JULIA A. TABINAS**  
Ratee