COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Isabelita Sedrome

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4. 55	70%	3.185
 Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 	4.54	30%	1.762
	тот	AL NUMERICAL RATING	4.54

TOTAL NUMERICAL RATING:	4.54
Add: Additional Approved Points, if TOTAL NUMERICAL RATING:	any:
ADJECTIVAL RATING:	Outstanding

Prepared by:

Reviewed by:

ISABELITA SEDROME

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ISABELITA SEDROME, of the VSU Pavilion and Guest House, 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.

ISABELITA SEDROME

Ratee

Approved: JOSEFINA M. LARROSA

Head of Unit

					Rating				Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	13 Job order staff as support to operation
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	Zero valid complaint	No valid complaint	5	5	5	5	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	 Assist in preparation and cooking of food Assist in serving food Assist in marketing of food supplies and ingredients 	90% of total catering services& canteen operations	95% of total catering and canteen operations	5	4	4	4.33	
Administrative Services	% of financial documents processed for collection and payments	 Collect and issue OR on daily cash sales at VSU pavilion Assist preparation on billing of credit sales Assist preparation of monthly reports of cash/credit sales, collections Prepare cash/check remittances to cash division Prepare replenishments of imprest funds Prepare payments to food suppliers Prepare purchase orders, trip tickets, Prepare payrolls of JO and emergency laborers 	90% of financial documents processed	95% of financial documents processed	5	4	4	4.33	
Total Over-all Rating								13.66	

Average Rating (Total Over-all rating divided by 3)	4.55
Additional Points:	
Purictuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.55
ADJECTIVAL RATING	Outstanding

1 – Quality; 2 – Efficiency; 3 – Timeliness; 4 – Average

Comments & Recommendations for
Development Purpose:

Received by:	Calibrated by:	TO A. PATINDOL	Recommending Approval: EDGARDO E. TULIN	Approved by:	E. TULIN
Planning Office	PMT	VP PRGEA	President /		pan
Date:	Date:		Date:	Date:	_

Instrument for Performance Effectiveness of Administrative Staff

R	lating Period:	July -	December	2016	. ()
Name of Staff:	Sahe lita	Sedrone	Position:	Guest honse	Caretaker

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

Α.	Commitment (both for subordinates and supervisors)		5	Scale	е	
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
0.	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
1.	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

NA

*	Total Score	1	0				
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	5	0				
	Average Score	4	4.	24			

Overall recommendation	:	
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JOSEFINA M. LARROSA Name of Head