

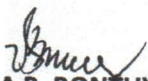
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January – June 2016

Name of Administrative Staff: VELMA P. BONTUYAN


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	4.7	30%	1.41
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.77
 ADJECTIVAL RATING: 0

Prepared by:


VELMA P. BONTUYAN
 Name of Staff

Reviewed by:


RYSAN C. GUINOCOR
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

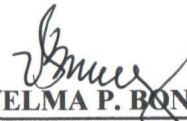
Approved:



EDGARDO E. TULIN
 President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VELMA P. BONTUYAN**, staff of Legal Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2016 to June 30, 2016.


VELMA P. BONTUYAN
Ratee


Approve 
ATTY. RYSAN C. GUINOCOR
Head of Unit

MFO & Performance Indicators (PI)	Program Activities	Tasks Assigned	Target Jan-Jun 2016	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO2: Administrative Services										
Legal Office MFO 1: Administrative and Support Services Management										
PL.1: Efficient legal services management	A.1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively.	no complaint	no complaint	100%	5	5	4	4.7	
		T1.a Monitors office requests and facilitates report preparations and submission one week before due dates	no complaint	no complaint	100%	5	5	5	5	
	A.2 Legal Opinions/comments preparation	T2: Prepares legal opinions/rulings/comments as member and/or secretary of Investigation Committees.	8	10	125%	5	5	4	4.7	
		T2a: Records and transcribes proceedings during oral investigation.	4	6	150%	5	5	4	4.7	
	A.3 Counselling/consultancy services	T3;Assists the Head of Office in the extending counselling and/or consultancy services to faculty, staff and students.	10	14	140%	5	5	4	4.7	

	A4. Prosecution/Resolution of Cases	T4: Assists in the preparation of reports /resolution /recommendations of cases within 30 days from the day the case has been submitted for investigation	3	4	133%	5	5	5	5.0	
	A.5 Meetings attended	T5: Attends to meetings of BAC, NAPB, CSC per order of the Head of Office	3 attendance	4 attendance	133%	5	5	5	5.0	
	A.6 Membership in committees	T6: Attends to meetings in Preliminary and/or Formal Investigations as member-secretary of committees.	8 attendance	11 attendance	138%	5	5	4	4.7	
	A.7 Legal documents preparation	T7.1 Prepares copies of drafts of minutes of meetings and reports of investigation conducted during preliminary and/or formal investigation	50 copies	106 copies	212%	5	5	5	5.0	
		T7.2: Prepares final and corrected copies of minutes of meetings and reports on Preliminary and Formal Investigation	Two days before due date for submission	Five days before due date for submission	250%	5	5	5	5.0	
		T7.3 Prepares and sends notices of meetings/hearings	20 copies three days before scheduled meetings/hearings	25 copies one week before scheduled meetings/hearings	125%	5	5	5	5.0	
Legal Office MFO 2: Legal information /dissemination services										
P1 2: Conduct of trainings/lectures/orientation seminars	Lectures/seminars conducted/facilitated	T8: Assists the Head of Office in the preparation of reference materials for the conduct of lectures/seminars Students- Isabel	1	2	200%	5	5	4	4.7	

Legal Office MFO 3: Land Management & Monitoring Services										
		T9: Attends to complaints /verification/settlement of squatter related matters	1	ongoing		5	5	4	4.7	
Legal Office MFO 4: Implementation of Anti-Red Tape Law										
P1.4 Evaluation of complaints dropped at suggestion boxes	A9. Suggestion boxes monitored/evaluated	T10. Records in matrix form all the complaints/informations filed and the actions taken by the office.	20	27	135%	5	5	5	5.0	
Total Over-all Rating						70	70	63	67.7	
Average Rating						5	5	4.50	4.8	
ADJECTIVAL RATING										

Received by:


TERESITA A. QUIÑANOLA
PRPEO


Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January –June 2016

Name of Staff: VELMA P. BONTUYAN Position: Admin. Officer V


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	(5)	4	3	2	1

improvement of his work accomplishment					
12. 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				
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	60 20 = 80				
Average Score	4.7				

Overall recommendation : _____


RYSAN C. GUINOCOR
 Name of Head