

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARY ANN G. COBICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.95	70 %	2.76
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30 %	1.33
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: 4.09

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.09

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


Mary Ann G. Cobico
Name of Staff

Reviewed by:


Manolo B. Loreto, Jr.
Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, of the USSO 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, 2017.

MARY ANN G. COBICO
Ratee

Approved:

MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Counselor, PESO Manager, Student Assistant Coordinator	0 Complaint	No complaint received	5	5	5	5.00	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social/career/academic)	50% of 5% of the total pop'n	77%	5	4	4	4.33	
	Percentage of new students given orientation	Conducts orientation to incoming freshmen	60% of the total pop'n	81%	5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Percentage of students with academic deficiencies followed-up	Counseling referred students with academic deficiencies	70% of referred	85%	5	4	4	4.33	
	Number of individual records of new students updated (CME)	Encodes, profiles, and files individual inventory of new students	100	0	0	0	0	0.00	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator /committee member in group guidance seminars/activities	2	2	4	4	4	4.00	
Student Welfare: Guidance & Counseling Services	Number of times information are disseminated	Acts as resource person; disseminates information/inquiries; updates bulletin boards/fliers	2	2	4	4	4	4.00	
	Number of other guidance related activities attended	Member/participant, president, secretary, echoer	2	2	4	4	4	4.00	
	Number of poor/disadvantaged students	Processes and verifies applications for student assistantships	100	110	4	4	4	4.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Institutional Student Services: Student Assistant Program	served by support to non-academic needs	Encodes and files applications of student assistants	100	110	4	4	4	4.00	
	Number of DTRs and payrolls signed	Signs the DTRs and payrolls of student assistants	2000	2200	5	4	4	4.33	
	Number of established linkages with employers, seminars, job fair/job seeking conducted	Establishes/maintains linkages	8	7	3	4	4	3.67	
Institutional Student Services: Career and Placement (PESO)		Conducts job fair/special recruitment students	2	1	3	4	4	3.67	
		Encodes and files the skills registration forms of graduating students	1	1	4	4	4	4.00	
			Processes and verifies applications for SPES	500	598	5	4	4	4.33
Other Services	Number of students enrolled in the Special Program for the Employment of Students (SPES)	Coordinates with DOLE re SPES	30	37	5	4	4	4.33	
		Serves as resource person for programs/seminars/fora	2	5	5	4	4	4.33	
		Signs clearance of students	50	59	4	4	4	4.00	
								75.00	

Average Rating (Total Over-all rating divided by 19)		3.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		3.95
ADJECTIVAL RATING		Very Satisfactory
Comments & Recommendations for Development Purpose:		

Received by:  REMBERTO A. PATINDOL
Planning Officer
Date: _____

Calibrated by: _____

Recommending Approval:  BEATRIZ S. BELONIAS
Vice President
Date: _____

Approved by: _____

EDGARDO E. TULIN
President
Date: _____

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, of the USSO 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, 2017.

MARY ANN G. COBICO
Ratee

Approved:

MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Counselor, PESO Manager, Student Assistant Coordinator	0 Complaint	No complaint received	5	5	5	5.00	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social/career/academic)	50% of 5% of the total pop'n	77%	5	4	4	4.33	
	Percentage of new students given orientation	Conducts orientation to incoming freshmen	60% of the total pop'n	81%	5	4	4	4.33	
	Percentage of students with academic deficiencies followed-up	Counseling referred students with academic deficiencies	70% of referred	85%	5	4	4	4.33	
Student Welfare: Guidance & Counseling Services	Number of individual records of new students updated (CME)	Encodes, profiles, and files individual inventory of new students	100	0	0	0	0	0.00	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator /committee member in group guidance seminars/activities	2	2	4	4	4	4.00	
	Number of times information are disseminated	Acts as resource person; disseminates information/inquiries; updates bulletin boards/fliers	2	2	4	4	4	4.00	
	Number of other guidance related activities attended	Member/participant, president, secretary, echoer	2	2	4	4	4	4.00	
	Number of poor/disadvantaged students	Processes and verifies applications for student assistantships	100	110	4	4	4	4.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Institutional Student Services: Student Assistant Program	served by support to non-academic needs	Encodes and files applications of student assistants	100	110	4	4	4	4.00	
	Number of DTRs and payrolls signed	Signs the DTRs and payrolls of student assistants	2000	2200	5	4	4	4.33	
	Number of established linkages with employers, seminars, job fair/job seeking conducted	Establishes/maintains linkages	8	7	3	4	4	3.67	
		Conducts job fair/special recruitment students	2	1	3	4	4	3.67	
Encodes and files the skills registration forms of graduating students		1	1	4	4	4	4.00		
Institutional Student Services: Career and Placement (PESO)			500	598	5	4	4	4.33	
		Processes and verifies applications for SPES	30	37	5	4	4	4.33	
	Number of students enrolled in the Special Program for the Employment of Students (SPES)	Coordinates with DOLE re SPES	2	5	5	4	4	4.33	
		Serves as resource person for programs/seminars/fora	2	3	5	4	4	4.33	
Other Services		Signs clearance of students	50	59	4	4	4	4.00	
								75.00	

Average Rating (Total Over-all rating divided by 19)	3.95
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	3.95
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by:



Calibrated by:



Planning Officer

Date:

Recommending Approval:

BEATRIZ S. BEFONIAS

Vice President

Date:

Approved by:



EDGARDO E. TULIN

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December, 2017Name of Staff: Mary Ann G. CobicoPosition: Guidance Counselor

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	53				
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					
Average Score	4.42				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head