

COMPUTATION OF FINAL IDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(Jan – June 2016)

Name of Administrative Staff: **VERONICO B. ALMERODA**

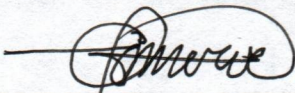
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|-----------------------------|--|
| 1. Numerical Rating per IPCR | 4.42 | 70% | 3.09 |
| 2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishment | 4.25 | 30% | 1.27 |
| TOTAL NUMERICAL RATING | | | 4.36 |

TOTAL NUMERICAL RATING : 4.36

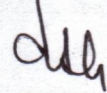
Add: Additional Approved Points, if any

TOTAL NUMERICAL RATING: **4.36**


Prepared by:


VERONICO B. ALMERODA
Name of staff

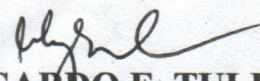
Reviewed by:


EDITHA G. CAGASAN
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

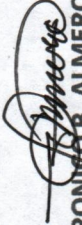
Approved:



EDGARDO E. TULIN
President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VERONICO B. ALMERODA, of GRADUATE SCHOOL 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 to June, 2016.


VERONICO B. ALMERODA
Ratee

Approved: 
EDITHA G. CAGASAN
Head of Unit

| MFO No. | MFO Description | Success Indicators (SI) | Tasks Assigned | Targets | Actual Accomplishment | Rating | | | Remarks |
|--|--|---|--|---------------------------------------|-----------------------|---------|------------|------------|---------|
| | | | | | | Quality | Efficiency | Timeliness | |
| UMFO 6. General Administration and Support Services (GASS) | | | | | | | | | |
| ODGS MFO 1. Administrative and Facilitative Services | | | | | | | | | |
| | PI 1. Number of documents requested, received and followed up on time | Delivered and followed up documents (memos, letter requests, PRs, application for admission announcements, etc.) to various offices/departments | 60 | 270 | 5 | 5 | 4 | 4.66 | |
| | PI 2. Number of official documents bound (binding services) | Bound official documents as requested (including supporting documents for AACCUP) | 5 | 20 | 4 | 5 | 5 | 4.66 | |
| | PI 3. Number of damaged books and other bound documents repaired/ re-bound | Repaired damage books and other bound documents | 25 | 25 | 3 | 4 | 4 | 3.66 | |
| | | Performed other jobs: 1. Water and tender plants inside and outside the office | 10 mins. before dismissal (5 times a week) | 10mins before dismissal | 5 | 5 | 4 | 4.66 | |
| | | 2. Clean office rooms and CRs before and after office hours | 8 office rooms and 4 CRs | Cleaned all CRs and Rooms | 4 | 4 | 5 | 4.33 | |
| | | 3. Clean the surroundings within the office vicinity | 15 minutes every office hours | Cleaned before and after office hours | 4 | 3 | 5 | 4 | |
| | ODGS MFO 2. Frontline Services | | | | | | | | |
| | PI 1. Efficient and customer friendly frontline service | Served clients with courtesy and friendly service | Zero percent complaint from client served | Zero percent complaint from clients | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | 30.97 | |

| | |
|---|-------------------|
| Average Rating (Total Over-all rating divided by 4) | 4.42 |
| Additional Points: | |
| Punctuality | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 4.42 |
| ADJECTIVAL RATING | Very Satisfactory |

Comments & Recommendations for Development Purpose:

Received by:


MIRIAM M. DELA TORRE
Planning Office


Date:

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date:

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date:

Approved by:


EDGARDO E. TULIN
President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2016

Name of Staff: VERONICO B. ALMERODA

Position: Administrative Aide III

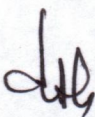
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 31 | | | | |

| 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 | | 4.25 | | | | |

Overall recommendation : _____


EDITHA G. CAGASAN
Name of Head