

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)
3. Numerical Rating per IPCR	4.11	70 %	2.88
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30 %	1.35
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: 4.23
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.23

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

Mary Ann G. Cobico
Name of Staff


Manolo B. Loreto, Jr.
Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Institutional Student Services: Career and Placement (PESO)	Number of established linkages with employers, seminars, job fair/job seeking conducted	Establishes/maintains linkages with industries	8	7	3	4	4	3.67	
		Conducts job fair/special recruitment	3	3	4	4	4	4.00	
		Attends PESO meetings and seminars	1	1	4	4	4	4.00	
		Conducts career activities to students	1	1	4	4	5	4.33	
		Conducts job seeking seminar	2	3	5	5	4	4.67	
Other Services	Number of students enrolled in the Special Program for the Employment of Students (SPES)	Encodes and files the skills registration forms of graduating students	300	300	4	4	4	4.00	
		Processes and verifies applications for SPES	70	87	5	4	4	4.33	
		Coordinates with DOLE re SPES	3	5	5	5	4	4.67	
		Serves as resource person for programs/seminars/fora	1	1	4	4	4	4.00	
		Signs clearance of students	800	905	5	4	5	4.67	
Officer-in-Charge of AACCCUP documents	Number of activities attended in relation to accreditation	Serves as officer in-charge of other sections	2	4	5	4	4	4.33	
		Attends accreditation related meetings	2	2	4	4	4	4.00	
								90.33	

Average Rating (Total Over-all rating divided by 22)	4.11	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.11	
ADJECTIVAL RATING	Very Satisfactory	

Received by: 

Planning Officer

Calibrated by: 

REMBERTO A. PATINDOL

PMT

Recommending Approval: 

BEATRICE A. BELONIAS

Vice-President

Approved by: 

EDGARDO E. TULIN

President

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks
					Q	E	T	A

Date: _____ Date: _____ Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017

Name of Staff: Mary Ann G. Cobico

Position: 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	54				
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	4.50				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head