


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RAQUEL H. DOHILING


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90Add: Additional Approved Points, if any: 0.00TOTAL NUMERICAL RATING: 4.90ADJECTIVAL RATING: OUTSTANDING


Prepared by:


SANDRA C. TIU
Administrative Assistant III


Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAQUEL H. DOHILING**, of the Accounting 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 to June 30, 2017


RAQUEL H. DOHILING
 Ratee

Approved: 
ERLINDA S. ESGUERRA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of June 30, 2017	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Processing Services	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database(GSIS, Philhealth, HDMF, BIR, VSUCDC, LBP and others)	16,000	136%	encoded 21787 remittances	5	5	5	5.00	
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	300	122%	consolidated 366 remittances	5	5	5	5.00	
	No. of vouchers for remittances prepared error free	Prepares disbursement vouchers for remittances to different agencies	250	104%	prepared 260 vouchers	5	5	5	5.00	
	No. of individual income tax return and alpha list prepared error free	Prepares Obligation request and status and budget utilization requesty	150	106%	prepared 160 vouchers	5	5	5	5.00	
	No. of individual income tax return and alpha list prepared within mandated time	Prepares Annual Information Return of Income Tax withheld on compensation and Final Withholding Tax(2307 and 1601c)	2,600	116%	prepared 2916 ITR and other BIR reports	5	5	4	4.67	
Total Over-all Rating						25	25	24	24.67	1.1664

Average Rating (Total Over-all rating divided by # of entries)	4.93
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Received by: 
R. QUINANOLA
 PRPEO

Calibrated by: 
REMBERTO A. PATINDOL
 PMT

Recommending Approval: 
REMBERTO A. PATINDOL
 Vice President

Approved:


EDGARDO E. TULIN
 President

Date: _____
 1 - quality
 2 - efficiency

3 - timeliness
 4 - average

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-Juen. 30, 2017

Name of Staff: Raquel H. Dohiling Position: Administrative Aide IV

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						
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	58				
Average Score	4.83				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head