COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

THELMA P. APAS

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.77	4.77 x 70%	3.33
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.42
	TOTAL NUM	TERICAL RATING	4.75

TOTAL NUMERICAL RATING:

4.75

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARIA A. NUÑEZ AA IV Reviewed by:

CORAZON U. NUEVO Head, Cash Office

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President /

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Thelma P. Apas, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2016 to June 30, 2016

THELMA P. APAS

Ratee

Approved:

CORAZON U. NUEVO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned		Actual Accomplish ment	Percentage of Actual Accomplishm	Rating				
			Target			Q	E	Т	Α	Remar
FINANCIAL MANAGEMENT MFO 2									-	1
Cash Management 2										
2.3 Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time and error free.	Prepared Report of Check Issued & Cancelled of fund 164.	5,400	6000	111%	5	4.5	4	4.5	
		Stamped "Paid to Paid vouchers & payrolls of the fund.	300	325	108%	5	5	5	5	
		Cross checked paid vouchers/payrolls against the cash book.	5,900	6300	106%	5	4	4	4.33	
		Consolidated & bounded generated reports	400	500	125%	5	5	5	5	
		Prepared PACS for ATM payroll of Job Orders	245	280	114%	5	4.5		4.83	
		Fund 164.								
		Prepared of checks of Fund 164.	2,200	2,508	114%	5	4	5	4.66	
SERVICES & MANAGEMENT MFO	Effective & efficient promt remittance to government agencies.	Delivered checks of VSU suppliers in Tacloban City & Ormoc City	500	600	120%	5	4	5	4.66	
		Delivered checks for remittance of Vsu to diff. government agencies	7	8	114%	5	5	5	5	
	7AM to 7PM collection services to accommodate payments during	Collected school fee	1,000	1,050	105%	5	5	5	5	
	enrollment w/ csutomer satisfaction and error free.		.,	1,000	10070	-	-	3	3	_

Customer Friendly						Т	11 1
Frontiline Service	No noon Break Policy to entertained clients during theis period	Catered the needs of the clients	100%	100%	100%		
Total Over-all Rating					1		
Average Rating (Total Over-all rat	ing divided by 9	4,77	Commo	nte 9 Decer	nmandation	o for Day	42.98 elopment Purpos
Additional Points:			Comme	IIIS & NECUI	mendadon	s loi Devi	elopment Purpos
Punctuality							
Approved additional points(with co	py of approval)						
FINAL RATING							
ADJECTIVAL RATING	The same of the sa						
Received by: AREDEMPTA SORIA Planning Office	Calibrated by: REMBERTO A. PATINDOL, Phd Vice President PMT Administration and Finance	Recommending Approval: REMBERTO A. PATINDOL Vice President		Approved t	by:	the same of the same of the same of	RDO E. TULIN
Date:	Date:	Date:				Da	
1 - Quality						Da	· (
2 - Efficiency							
3 - Timeliness							
4 - Average							

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Perio Name of Staff: The Ama	d:	Von	Sune, 201	6	
Name of Staff: Thelma	P-	Apas	Position: _	Admin.	Aide

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 jo requirements.				
1	Poor	The staff fails to meet job requirements				

A.	Commitment (both for subordinates and supervisors)	-	(Scal	е	
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
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	C	3	2	1
3.	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
4.	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.	(3)	4	3	2	1
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1
6.	Suggests new ways to further improve her work and the services of the office to its clients	(3)	4	3	2	1
7	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	(3)	4	3	2	1
8	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
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
0	Willing to be trained and developed	(5)	4	3	2	1

Total Score					1		
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scal	е			
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		
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		
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		
 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 	5	4	3	2	1		
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	5	7					
Average Score			4.75				

Overall recommendation :	
	min
	CORAZON U. NUEVO Supervising Admin. Officer
	Name of Head