## COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISTRATIVE STAFF**

Name of Administrative Staff:

## MARIA ROBERTA S. MIRAFLOR

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	4.79 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
	TOTAL NUM	IERICAL RATING	4.83

TOTAL NUMERICAL RATING:

4.83

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

idicated measures for the period July 1 to December 31, 2016. I, MARIA ROBERTA S. MIRAFLOR, of the Office of the Director for Finance (ODF) commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the

MARIA ROBERTA S. MIRAFLOR

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Approved:

LOUELLA C. AMPAC
Director for Finance

Recommending Appproval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

								lource/department	
sem)					sem)		units/no. of students/lab fees	allocated by	
595 subjects (1st sem, 2nd	5.00	5.0	5.0	5.0	100% accomplished 595 subjects (1st sem, 2nd	100% accomplishe	Segregated by office/ department per	No. of laboratory subjects	
					submission to different offices before the deadline		CHED, NEDA, PASUC, Congress and Senate		
6 offices	4.67	4.0	5.0	5.0	95% Consolidated data for	95	Consolidate data and submit to DBM,		
					of budget proposals				
					offices before the submission		budget proposals and budget reports		
9 offices as source of data	4.67	4.0	5.0	5.0	100% Gathered data from different	100	Gather data from other offices for the		
		à					(URS)		
					deadline		Report and Unified Reporting System	submission to DBM	
submitted					System to DBM within the		Budget Proposals (OSBP) and Budget	submitted online for	
100% encoded and	4.67	4.0	5.0	5.0	100% accomplished Submitted and confirmed OSBP	100% accomplishe	2 online reports (Online Submission of	No. of reports encoded and	
					produced				
					photocopied, bounded and	200	University President for approval		
proposals					NEP at 195 pages each set		report per NEP for endorsement to the		
20 sets of 2017 budget	4.67	4.0	5.0	5.0	100% accomplished 20 sets of budget report per	100% accomplishe	Sorted, binded and reproduced budget		
					produced				
					photocopied, bounded and		departments/centers/offices/units		
proposals					300 pages each set		proposals submitted by different	reproduced	ervices Management
20 sets of 2017 budget	4.67	4.0	5.0	5.0	100% accomplished 20 sets of budget proposals at	100% accomplishe	Sorted, binded and reproduced budget	No. of Financial Reports	dministrative and Support
Remarks	<b>P</b> <sub>4</sub>	T3	E2	Q	Accomplishment	Accomplishment as of June 30, 2016	Tasks Assigned	Success Indicators	MFO & PAPs
		Rating	R		:	Percentage of			

			Percentage of			Rating	gn		
MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment as of June 30, 2016	Details of Actual Accomplishment	Q.	E2	Т3	A4	Remarks
	No. of reports submitted on time	Generated reports for budget allocation and obligation monitoring	100% of reports generated	100% of reports generated 6 monthly reports, 2 quarterly, 1 semi-annual reports generated and 1 annual reports generated	5.0	5.0	4.0	4.67	6 monthly reports, 2 quarterly, 1 semi-annual reports generated and 1 annual reports generated
		Encoded/submitted financial reports per advisory from DBM, CHED, PASUC, NEDA, AO Secretariat and other agencies	100%	100% 45 reports submitted upon deadline	5.0	5.0	4.0	4.67 4	45 reports submitted
	No. of Approved Budgetary Allocation to Departments/Offices/ Centers/Units encoded and distributed	Encoded and distributed budgetary allocation of diff. depts./Offices/Centers/Units based on GAA and STF augmentation	100% accomplished	100% accomplished 97 budgetary allocations released on time	5.0	5.0	5.0	5.00 g	97 Budgetary Allocation released on or before the 2nd week of January
	No. of documents/ vouchers prepared for processing	Prepared documents for travel, APPs, PRs, reimbursements, liquidations, OIC letters and finalizes individual and office performance report within deadline	100%	100% 200 documents prepared within deadline	5.0	5.0	5.0	5.00	200 documents prepared
	No. of meetings (BAC, LSU-AdPA COMELEC, ISO)	Participates on meetings	60 meetings (Pre-Bid/Bidding) attended/participated	100%	5.0	5.0	5.0	5.00 6 E	60 meetings (Pre-Bid/Bidding) attended/participated
tal Over-all Rating					55	55	48 5	52.67	
erage Rating (lotal Over-all rating divided by # of entries) ditional Points:	by # of entries)			4./9	ommen	ts & Rec	commen	ndations	Comments & Recommendations for Development Purpose:
Punctuality									
Approved Additional points (with copy of approval)	approval)								
JAL RATING				4.79					
JEC IIVAL RATING				Outstallulig					

Date:3 - quality 4 -	REDEMPTA L. SORIA Planning Office	JECTIVAL RATING Sceived by:	
3 - timeliness 4 - average		Calibrated by:	
Date:	REMBERTO A. PATINDOL Chairman, PMT		
Date:	REMBERTO A. PATINDOL  VP for Admin. & Finance	Recommending Approval:	
Date:	EDGARDO Presic	Outstanding App	

pproved:

SUC E. TULIN

sident

Position: ADMIN. Officer I

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY 1 – DECEMBER 31, 2016</u>

Name of Staff: Maria ROBERTA S. MIRAFLOR

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)	-	5	Scale	Э	
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		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				5	9
	Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	Э	
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				2	5
	Average Score			4	4.9	74

LOUELLA C. AMPAC
Name of Head