

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 NUMERICAL 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:


JOCELYN T. CO
 Administrative Aide VI


Reviewed by:


LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:

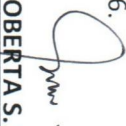

REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLORES**, 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 indicated measures for the period July 1 to December 31, 2016.


MARIA ROBERTA S. MIRAFLORES
Ratee

Approved:

LOUELLA C. AMPAC
Director for Finance

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPS	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2016	Details of Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Administrative and Support Services Management	No. of Financial Reports reproduced	Sorted, binded and reproduced budget proposals submitted by different departments/centers/offices/units	100% accomplished	20 sets of budget proposals at 300 pages each set photocopied, bounded and produced	5.0	5.0	4.0	4.67	20 sets of 2017 budget proposals
		Sorted, binded and reproduced budget report per NEP for endorsement to the University President for approval	100% accomplished	20 sets of budget report per NEP at 195 pages each set photocopied, bounded and produced	5.0	5.0	4.0	4.67	20 sets of 2017 budget proposals
	No. of reports encoded and submitted online for submission to DBM	2 online reports (Online Submission of Budget Proposals (OSBP) and Budget Report and Unified Reporting System (URS))	100% accomplished	Submitted and confirmed OSBP System to DBM within the deadline	5.0	5.0	4.0	4.67	100% encoded and submitted
		Gather data from other offices for the budget proposals and budget reports	100%	Gathered data from different offices before the submission of budget proposals	5.0	5.0	4.0	4.67	9 offices as source of data
		Consolidate data and submit to DBM, CHED, NEDA, PASUC, Congress and Senate	95%	Consolidated data for submission to different offices before the deadline	5.0	5.0	4.0	4.67	6 offices
	No. of laboratory subjects allocated by office/department	Segregated by office/ department per units/no. of students/lab fees	100% accomplished	595 subjects (1st sem, 2nd sem)	5.0	5.0	5.0	5.00	595 subjects (1st sem, 2nd sem)

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 1 – DECEMBER 31, 2016Name of Staff: Maria ROBERTA S. MIRAFLOREPosition: ADMIN. Officer I


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	59				
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	25				
Average Score	4.94				

Overall recommendation : _____


LOUELLA C. AMPAC
 Name of Head