

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

(July - December 2016)

Name of Administrative Staff: Veronico B. Almeroda

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.58	70%	3.21
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: 4.46


Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

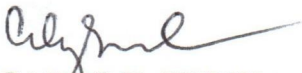


VERONICO B. ALMERODA
Name of Staff


EDITHA G. CAGASAN
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


VERÓNICO B. ALMERODA
Ratee

Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
ODGS MFO 1. Administrative and Facilitative Services										
	PI 1. Number of documents requested, received and followed up on time		Delivers and follow up documents (memos, letter requests, PRs, announcements, etc.) to various offices/departments	70	200	4	5	5	4.66	
	PI 2. Number of official documents bound (binding services)		Binds official documents as requested	10	25	5	5	5	5.00	
	PI 3. Number of damaged books and other bound documents repaired/ re-bound		Repair damage books and other bound documents	10	12	4	3	4	3.66	
	PI4. Number of request of different printing materials (e.g. tarpaulins) to be put-up as needed		Prepares stand and put-up tarpaulins in designated places	5	5	5	4	4	4.33	
			Other jobs undertaken:							5.0
			1. Water and tender plants inside and outside the office	10 mins. before dismissal (5 times a week)	10 mins. before dismissal (5 times a week)	5	5	5		
			2. Clean office rooms and CRs before and after office hours	8 office rooms and 4 CRs	8 office rooms and 4 CRs	4	4	5		4.33
			3. Clean the surroundings within the office vicinity	15 minutes every office hours	20 min before office hours	4	5	5	4.66	
ODGS MFO 2. Frontline Services										
	PI 1. Efficient and customer friendly frontline service		Served clients with courtesy and friendly service	Zero percent complaint from client served	Zero percent complaint from client served	5	5	5	5.0	
Total Over-all Rating									36.64	

Average Rating (Total Over-all rating divided by 4)	4.58
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Received by:

MIRIAM M. DELA TORRE

Planning Office

Date: _____

Calibrated by:

Chairman, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS

OIC/Vice President for Instruction

Date: _____

Approved by:

EDGARDO E. TULIN, Ph.D.

President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016


Name of Staff: VERONICO B. ALMERODAPosition: Administrative Aide 3

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		50				
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		4.17				

Overall recommendation : _____


EDITHA G. CAGASAN
 Name of Head