

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY to JUNE 2017

Name of Staff: VIVIAN V. BALBARINO

Position: ADMIN. OFFICER III

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.

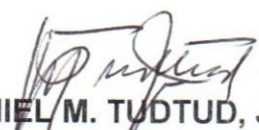
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		60				

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				
		5				

Overall recommendation :

Outstanding


DANIEL M. TUDTUD, JR.
 University/Board Secretary

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff : VIVIAN V. BALBARINO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.85

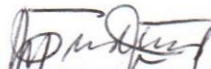
TOTAL NUMERICAL RATING : 4.85
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.85

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

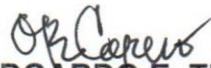
Reviewed by:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes	Transcribes Minutes of Meetings	175 pages	226	5	5	5	5	
	- Board of Regents								
	- University Administrative Council								
Information Dissemination	- University Academic Council	Releases approved BOR materials with BOR resolutions	500 copies/pages prepared & released	705	5	5	4	4.67	
	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of meeting								
Performance of Other Functions Assigned by the OVPPRGEA	Number of Documents received & filed related to Housing and IGP matters	Receives & files letter requests & housing contracts	50 copies/pages	50	5	5	5	5.00	
Total Over-all Rating					40	33	32	38.33	

Average Rating (Total Over-all rating divided by 8)		4.79
Additional Points:		
Punctuality	-	
Approved Additional points (with copy of approval)	-	
FINAL RATING	4.79	
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development Purpose:

Received by: 
TERESITA L. QUIRANOLA
PREPEO

Date: _____

Calibrated by: 
REMBERTO A. PATINDOL
PMT Chair

Date: _____

Recommending Approval: 
FRANCISCO A. GABUNADA, JR.
Executive Assistant

Date: _____

Approved by: 
EDGARDO E. YULIN
President

Date: _____

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average