

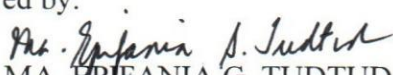
COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

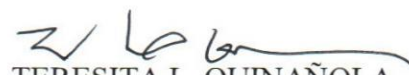
Rating Period: JULY TO DECEMBER 2017

Name of Administrative Staff: MA. EPIFANIA G. TUdTUD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.79
ADJECTIVAL RATING: Outstanding

Prepared by: 
MA. EPIFANIA G. TUdTUD
Name of Staff

Reviewed by: 
TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Epifania G. Tuditud, of the Personnel Records and Performance Evaluation Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2017 to December 31, 2017**.

MA. Epifania G. Tuditud
MA. EPIFANIA G. TUDTUD

Approved:

TERESITA L. QUINANOLA
TERESITA L. QUINANOLA

Ratee

Head of Unit

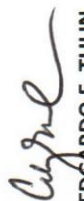
MFO & PAPs		Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served		Attends to queries and consultation on personnel matters	No complaints	No complaints	5	5	5	5.00
Facilitating Recruitment, Selection and Promotion Services									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of comparative assessment prepared	Prepares comparative assessment for selection promotion of administrative staff	6	8	4	4	4	4	4.00
	No of applicants/candidates for promotion given skills test	Administer computer skills test	10	12	5	5	5	5	5.00
Personnel Records Development and Management									
Percentage of DBM/CSC/GSIS/BOR Rules and Policies on Employees Compensation and Benefits implemented	No. of payrolls	Reviews and countersigns payroll of regular employees/casual/contractual and part-time	1,485 PAYROLLS: (720 regular, 12 RATA, 6 honorarium 150 Year-end bonus, 36 scholars salary, 6 scholars stipend, 20 PEI, 5 terminal leave, 20 CNA, 10 monetization, 500 PBB)	1,657 PAYROLLS: (744 regular, 12 RATA, 6 honorarium 150 Year-end bonus, 72 scholars salary, 6 scholars stipend, 30 PEI, 5 terminal leave, 35 CNA, 30 monetization, 567 PBB)	5	5	5	5	5.00
	No. of payrolls	Prepares payroll for casual, contractual and part-time instructors	12 casual/contractual 12 part-time	12 casual/contractual 118 part-time	5	5		5	5.00
	No. of Notice of Step Increment	Prepares Notice of Step Increment	60	102	4	5	4	4	4.33
Personnel Records and Filing Services	No. of Service Record/Certificates	Updates service record database and prepares service record and certificates of employment	80 certifications, 150 service records	177 certifications, 256 service records	5	5	5	5	5.00
Personnel Information System	No. of records updated	Updates the personnel information in the personnel information System	90%	100%	5	5	5	5	5.00

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Facilitating Rewards and Recognition Services									
Identification of Loyalty Awardees	No. of Loyalty Award Certificates and Pins	Prepares loyalty award and pins	90 certificates 80 pins	113 certificates 90 pins	Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating					5	5	5	5.00	
MA. EPIFANIA G. TUDTUD		Average Rating :		4.81	Comments & Recommendations for Development Purposes:				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.81					
			ADJECTIVAL RATING		Outstanding				

Received by: _____

Calibrated by:  REMBERTO A. PATINDOL
Chairman, PMT

Recommended Approval:  REMBERTO A. PATINDOL
Vice President

Approved by:  EDGARDO E. TULIN
President

PRPEO

Date: _____ Date: _____

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

Name of Staff: MA. EPIFANIA G. TUdTUD Position: Administrative Officer V

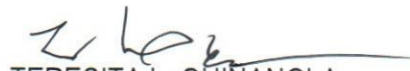
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57/12				

Overall recommendation :

4.75


TERESITA L. QUINANOLA
Head of Office