

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

Rating Period: JANUARY TO JUNE 2018

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	4.91	70%	3.437
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

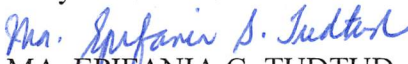
TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding


Prepared by:

  
MA. EPIFANIA G. TUdTUD  
Name of Staff

Reviewed by:

  
TERESITA L. QUINANOLA  
Department/Office Head

Recommending Approval:

  
LOURDES B. CANO  
Director for Admin & HRD

Approved:

  
REMBERTO A. PATINDOL  
VP for Admin & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Epifania G. Tudit, 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 **January 1, 2018 to June 30, 2018**.

Approved:

*Ma. Epifania G. Tudit*  
MA. EPIFANIA G. TUDTUD

*TERESITA L. QUINANOLA*  
TERESITA L. QUINANOLA


Ratee

Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PRPEO MFO 1: 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	
	No. of SALNs reviewed, summarized and submitted to CSC and Ombudsman	Reviews SALNs and submit report	664	657	5	5	5	5.00	
	No. of Service Records	Prepares service record and certificates of employment	120 certifications, 200 service records	200 certifications, 368 service records	5	5	5	5.00	
PRPEO MFO 2: Efficient and effective talent sourcing and screening using approved criteria									
	No. of comparative assessment prepared	Prepares comparative assessment for selection promotion of administrative staff	6	7	5	4	4	4.33	
	No. of Manpower Complement Prepared	Prepares manpower complement	1	1	5	5	5	5.00	
	Nos. of System of Ranking Positions Prepared	Prepares Systems of Ranking positions	1	1	5	5	5	5.00	
PRPEO MFO 7: Implementation of approved personnel benefits									
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	879 Payrolls	1,013 Payrolls	5	5	5	5.00	
	No. of payrolls	Prepare payrolls for Casual/Contractual employees	12 payrolls with 15 pages	12 payrolls with 15 pages	5	5	5	5.00	
	No. of payslips	Print payslips for casual/contractual employees	360 payslips	412 payslips	5	5	4	4.67	
	No. of payrolls	Prepare payrolls for Part-time Instructors	90	106	5	5	5	5.00	
	No. of Notice of Salary Adjustments Prepared	Prepares Notice of Salary Adjustments	670	734	5	5	5	5.00	
	No. of Notice of Step Increment	Prepares Notice of Step Increment	30	49	5	5	4	4.67	


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements									
	Percentage of existing work instructions revised, finalized and fully implemented	Revises, finalizes and implements office work instructions	100% of office work instructions revised, finalized and implemented	100% implemented	5	5	5	5.00	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	5	5.00	
PRPEO MFO 10: Computer based HR records management system maintained and updated									
	Percentage updating of Personnel Information System for service records	Updates Service Record System	100% PIS updated prior to issuance of Service Record	100% PIS updated prior to issuance of Service Record	5	5	5	5.00	
Total Over-all Rating								73.67	
		Average Rating :		4.91	Comments & Recommendations for Development Purposes:  To attend relevant training and accept more assignments to be able to hone/ familiarize different aspects of work of PRPEO.				
MA. EPIFANIA G. TUDTUD		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.91					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

  
**TERESITA L. QUIÑANOLA**  
Head, PRPEO

Date: \_\_\_\_\_

Recommending Approval:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin & Finance

Date: \_\_\_\_\_

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

# Instrument for Performance Effectiveness Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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 = 4.75				

Overall recommendation :

  
TERESITA L. QUINANOLA  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. EPIFANIA G. TUdTUD

Performance Rating: Outstanding

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance: Attend relevant trainings

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

\_\_\_\_\_

Result:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

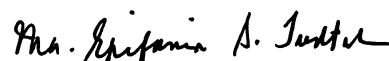
Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
**TERESITA L. QUINANOLA**  
Unit Head

Conforme:

  
**EPIFANIA G. TUdTUD**  
Ratee – AO V