

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: RAQUEL H. DOHILING

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.92	4.92x 70%	3.444
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.425
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
RAQUEL H. DOHILING
Admin. Officer I

Reviewed by: 
CORAZON U. NUEVO
Head, Cash Office


Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
8 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Raquel H. Dohiling**, of the **Cash Division** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2019 to June 30, 2019


RAQUEL H. DOHILING
 Ratee

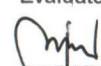
Approved: 
CORAZON U. NUEVO
 Head of Unit

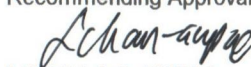
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	5	5	
DISBURSEMENT/ PROCESING MFO2	Percentage of funds disbursed with approved documents with customer satisfaction and error free	Reviewed & signed checks in the absence of the Cashier.	70	85	5	5	5	5	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Verified & signed Report of Collections	250	300	5	5	5	5	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received & receipted all income of the university(by fund)	5,110	5,400	5	5	4	4.67	
		Deposited daily collections intact to our depository bank (by fund)	500	1,725	5	5	5	5	
		Recorded daily collection and validated deposit slip in the cash book	95%	100%	5	5	4	4.67	
		Updated and monitored cash book	7	7	5	5	5	5	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Prioritized Senior Citizen/ PWD and Pregnant Women in paying school fees and other services.	100%	100%	5	5	5	5	
Total Over-all Rating									39.33

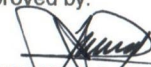
Average Rating (Total Over-all rating divided by 8)	4.92
Additional Points:	
Approved additional points(with copy of approval)	
FINAL RATING	4.92
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

She has to be developed, she has the potential to become future leader in this institution.

Evaluated & Rated by:

CORAZON U. NUEVO
 Dept./Unit Head
 Date:

Recommending Approval:

LOUELLA C. AMPAC
 Director of Finance
 Date:

Approved by:

REMBERTO A. PATINDOL
 Vice President
 Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 30, 2019

Name of Staff: RAQUEL H. DOHILING

Position: 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
10. Willing to be trained and developed	(5)	4	3	2	1	

Total Score											
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						57.00					
Average Score						4.75					

Overall recommendation : _____



COBAZON U. NUEVO
Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM


Name of Employee: RAQUEL H. DOHILING

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & receipted daily income of the university	Daily	Within the day	Immediately upon presenting the request	Very impressive	O	
2	Deposited intact all collection to depository bank	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all collections to the collection book	Daily	On the following day	On the following day	Very Impressive	O	
4	Assumed the duties of the head of office in her absence	As requested	Within the day/s requested	Immediately as designated	impressive	VS	
5	Prepared and generated deposit slip	Daily	Within the day	Within the day	impressive	VS	
6	Count all the monies turn-over by the Asst. CO.	Daily	Upon presented the collections assigned to her for the day	Before end of the day.	Very impressive	O	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAQUEL H. DOHILING.
Performance Rating: _____

Aim: To develop her skills in managing the office in preparation for supervisory position.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: May – June 2019

First Step: Coaching and monitoring her particularly in decision making

Result: Reliable and responsible to handle higher position

Date: July 2019 Target Date: 3rd Quarter


Next Step: Send her to training/ seminar

Outcome:
Ready to face new challenges as OIC of cash office.


Final Step/Recommendation:

Has the potential and capacity for higher position. Perform task effectively and efficiently.

Prepared by:


CORAZON U. NUEVO
Unit Head

Conforme:


RAQUEL H. DOHILING
Name of Ratee Faculty/Staff