

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARILOU L. STA. IGLESIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.55	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING: 4.55


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: Outstanding

Prepared by:


MARILOU L. STA. IGLESIA
Name of Staff


Reviewed by:


OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:



JOSE L. BACUSMO
Dean/Director

Approved:


OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marilou L. Sta. Iglesia of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION (OVPRE) 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 to June, 2018.


MARILOU L. STA. IGLESIA
Ratee


OTHELLO B. CAPUNO
Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	100% of administrative documents approved/acted within one day from receipt	Receives/ records appointments of casuals, contractuels, project/study leaders,,	450	540	5	4	5	4.66	
		travel orders,	140	190					
		leave applications,	250	300					
		CSRs & DTRs,	50	70					
		leave status,	25	40					
		faculty workloads,	15	27					
		clearances,	120	160					
		reimbursements/liquidation of cash advances/PRs, RIS,	25	40					
		vouchers;	80	102					
		OICship and official communications	55	65					
			30	40					
		Prepares appointment of casuals/contractuels/Job Orders;	45	60	4	5	5	4.66	
		payrolls,	30	40					
		vouchers,	35	45					
		RIS,	15	35					
		PRs,	30	40					
		PJR,	10	20					
		Trip tickets,	10	15					
		POs,	4	7					
		Travel documents,	25	40					
		OICship,	15	30					
		Application for Leave,	10	25					
		Liquidation,	5	10					
		Inspection Report,	5	10					

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.55
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.55
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:


Very good office worker
He more systematic in
handling varied documents.

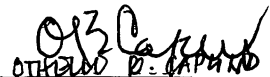
Evaluated by:

Recommending Approval:

Approved by:


OTHELLO B. CAPUNO
Unit Head


OTHELLO B. CAPUNO
Vice President, R & E


OTHELLO B. CAPUNO
VP, R & E

Date: _____

Date: _____

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

Name of Staff: MARILOU L. STA. IGLESIA

Position: Adm. Aide 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		55 ÷ 12 = 4.58				

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						

Overall recommendation : _____


OTHELLO B. CAPUNO
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marilou L. Sta. Iglesia
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

- 1. To come up with a systematic recording of documents.
- 2. To attend a training on data management system.

Result:

- 1. Systematic recording of documents achieved.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

- 1. Application of data based management system.

Outcome: Efficient office operations.

Final Step/Recommendation:

Renew services but with close guidance.

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

MARILOU L. STA. IGLESIA
Name of Ratee Faculty/Staff