

**Annex P**

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

Name of Administrative Staff: **CELSO F. SACRO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.85	4.85 x 70%	3.4
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.75</b>


TOTAL NUMERICAL RATING: **4.75**

Add: Additional Approved Points, if any: **0.00**

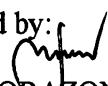
TOTAL NUMERICAL RATING: **4.75**

ADJECTIVAL RATING: **OUTSTANDING**

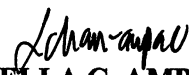
Prepared by:

  
**CELSO F. SACRO**  
Admin. Aide III

Reviewed by:

  
**CORAZON U. NUEVO**  
Head, Cash Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director of Finance

Approved:

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

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

"Exhibit B"

I, **Celso F. Sacro**, 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, 2018 to June 30, 2018

**CELSO F. SACRO**  
Ratee

Approved: **CORAZON U. NUEVO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>FINANCIAL MANAGEMENT</b>									
<b>MFO 2</b>									
<b>Cash Management 2</b>									
<b>2.4 Student Services</b>	Served and maintained/updated students accounts records (college & graduate studentsw/ customer satisfaction and error free	Assessed Students Fees	13,000	13,500	4.5	5.0	5.0	4.8	
		Encoded adding/dropping & re-assessed fees	300	375	5.0	4.5	5.0	4.8	
		Generated assessment slips	13,000	13,000	5.0	4.0	5.0	4.7	
		Validated assessment/examination permit	12,000	13,000	5.0	5.0	5.0	5.0	
		Prepared list of students enrolled	85	90	5.0	5.0	4.5	4.8	
		Prepared list of students without exam. Permit	75	80	5.0	5.0	4.5	4.8	
		Issued verification slip.	75	80	4.5	5.0	5.0	4.8	
		Check & signed clearances.	400	450	5.0	5.0	5.0	5.0	
		Prepared Report of Students Accts.Receivables	63	70	5.0	5.0	4.5	4.8	
		Prepared statement/billing of school fees	100	130	5.0	4.0	5.0	4.7	
		Prepared individual statement of accounts as requested	100	130	5.0	5.0	5.0	5.0	
<b>Customer Friendly</b>									
<b>Frontline Service</b>	No noon Break Policy to entertained clients during theis period	Catered the needs of the clients	100%						
<b>Total Over-all Rating</b>									<b>53.3</b>

<b>Average Rating (Total Over-all rating divided by 11</b>		<b>4.85</b>
<b>Additional Points:</b>		
Approved additional points(with copy of approval)		
<b>FINAL RATING</b>		<b>4.85</b>
<b>ADJECTIVAL RATING</b>		

Comments & Recommendations for Development Purpose:  
*Needs Training/Seminars to update his  
 in form is updates related to his Task  
 assigned.*

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:

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June, 2018  
 Name of Staff: SACRO, CELSO Position: AA III

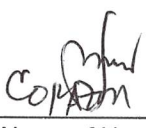
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	
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 <i>(For supervisors only to be rated by higher supervisor)</i>					
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 : \_\_\_\_\_

  
 \_\_\_\_\_  
 Name of Head

## EXHIBIT I

**PERFORMANCE MONITORING FORM**

Name of Employee: CELSO F. SACRO

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assessed students fees	Daily	Within the day	Immediately upon request of the students	Impressive	VS	
2	Encoded dorm fee, requested subjects and other related school fees	Daily	Within the day	After enrollment period	Impressive	VS	
3	Generated assessment slips	Before examination period	10 days before examination period	Submitted to colleges 10 days before examination period	Impressive	O	
4	Validated assessment/examination permit	Before examination period	7 days before examination period	Immediately upon presenting the form	Impressive	VS	
5	Checked & countersigned clearances	30 mins. Upon presenting the clearances	20 mins. Upon presenting the clearances	15 mins upon presenting the clearances	Impressive	VS	
6	Prepared statement of accounts, certification of fees and bills of school fees	After enrollment	After enrollment	Immediately upon receipt of request	Impressive	VS	

\* Either very impressive, impressive, needs improvement, poor, very poor  
\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
CORAZON U. NUEVO  
Unit Head

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: CELSO F. SACRO

Performance Rating: \_\_\_\_\_

Aim: To be an excellent administrative Officer

Proposed Interventions to Improve Performance:

Date: March, 2018 Target Date: 2 quarters

First Step:

To update knowledge to be effective administrative worker and policies/regulations on  
effective front liner staff

Result:

Able to performed task assigned effectively.

Date: June, 2018 Target Date: 3<sup>rd</sup> quarter

Next Step:

Follow up learning skills through trainings & seminars

Outcome

Effective front liner staff and ready to face challenges.

Final Step/Recommendation:

Perform task effectively & efficiently

Prepared by:

  
CORAZON U. NUEVO

\_\_\_\_\_  
Unit Head