



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RHEA ANGELIE M. FERNANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Outstanding

Prepared by: *Rhe Fernandez*
RHEA ANGELIE M. FERNANDEZ
Name of Staff

Reviewed by: *Angelica P. Baldos*
ANGELICA P. BALDOS
Department/Office Head

Recommending Approval: *Angelica P. Baldos*
ANGELICA P. BALDOS
Director

Approved: *Dilberto O. Ferraren*
DILBERTO O. FERRAREN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RHEA ANGELIE M. FERNANDEZ**, of the University Review Services 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 to December, 2020.


RHEA ANGELIE M. FERNANDEZ
Ratee

Approved:


ANGELICA P. BALDOS
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
1. Efficient and customer-friendly front line service	Zero percent complaint from client served	Entertain clients with no complaints	0% complaint	0% complaint	5	5	5	5	
2. Administrative Services	No. of administrative and financial documents prepared.	Prepare, record and release all financial/ administrative documents.	10	880% (88/10)	5	5	5	5	
	Number of meetings/oath taking ceremony facilitated	Facilitate and assist in meetings	1	300% (3/1)	5	5	5	5	
	Number of official documents prepared: Purchase Requests, PPMP, Leave applications, Job requests, etc.	Prepare PPMP, PR, Leave applications, Job requests, etc.	10	220% (22/10)	4	4	5	4.33	


	Number of documents issued, maintained, retrieved, and controlled as dDRC	Issue, maintain, retrieve, and control controlled documents	10	640% (64/10)	4	5	5	4.67	
Total Over-all Rating					23	24	25	24	

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.8	
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


Continued attendance to trainings, seminars, and workshops related to job description; Assign new responsibilities to develop new skills.

Evaluated & Rated by:


ANGELICA P. BALDOS
 Unit Head

Date: _____

Recommending Approval:


ANGELICA P. BALDOS
 Director, CCE

Date: _____

Approved by:


DILBERTO O. FERRAREN
 Vice President

Date: January 14, 2021

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

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **RHEA ANGELIE FERNANDEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Prepare PPMP documents	PPMP documents	September 2020	September 2020	September 2020	Impressive	Very satisfactory	
2	Prepare, record, and release financial/administrative documents	Financial/administrative documents	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
3	Issue, maintain, retrieve, and control records and documents	Organized filing of records and documents following QMS processes	November 2020	December 2020	December 2020	Impressive	Outstanding	
4	Entertain clients' concerns and needs, provides timely and efficient service, ensures clean and organized work space	Zero complaints from clients served	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
5	Facilitate and assist in meetings and other official functions	Actual number of meetings and official functions	September 30, 2020; October 5 – 7, 2020	September 30, 2020; October 5 – 7, 2020	September 30, 2020; October 5 – 7, 2020	Impressive	Outstanding	
6	Record all payments made by clients	Quarterly financial reports	Quarterly	Quarterly	End of each quarter	Impressive	Very satisfactory	

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

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

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: RHEA ANGELIE M. FERNANDEZ Position: Admin. 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		58				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		N/A				
Average Score		N/A				

Overall recommendation : Continued attendance to trainings, seminars, and workshops related to job description; Assign new responsibilities to develop new skills


ANGELICA P. BALDOS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
✓	4th	

Name of Office: Office of the Head of the University Review Services

Head of Office: Angelica P. Baldos

Number of Personnel: One (1)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	November 27, 2020				Referred to the corrective actions listed in RFCAs and OFIS to check progress of immediate deliverables. Referred to Accomplishment Report submitted together with DTR.
Coaching	November 27, 2020				Used democratic coaching to give freedom and accountability to staff, head only steps in when needed to guide staff.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Angelica P. Baldos
ANGELICA P. BALDOS

Immediate Supervisor

Noted by:

Dilberto O. Ferraren
DILBERTO O. FERRAREN
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 6. General Administration and Support Services								
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	1. Prepare PPMP documents	Rhea Angelie Fernandez, Angelica Baldos	September, 2020	50%	100%			Prepared PPMP documents
	2. Prepare, record, and release financial/administrative documents	Rhea Angelie Fernandez, Angelica Baldos	September, 2020		50%	100%		Submitted PPMP and PR
	3. Issue, maintain, retrieve, and control records and documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
PI 2. Zero percent complaint from clients served	1. Entertain clients' concerns and needs, provides timely and efficient service, ensures clean and organized work space	Rhea Angelie Fernandez, Angelica Baldos	Year - round	100%	100%	100%	100%	Done daily.
	2. Prepare, record, and release financial/administrative documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
	3. Facilitate and assist in meetings and other official functions	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
	4. Record all payments made by clients	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
	5. Issue, maintain, retrieve, and control records and documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhea Angelie Fernandez

Performance Rating: _____

Aim: Improve skills for current job and acquire knowledge and skills for new roles and responsibilities

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 30, 2020

First Step: Suggest and facilitate improvements for URS based on inputs from seminars attended

Result: Organized filing of records and documents according to QMS processes


Date: January 1, 2021 Target Date: June 30, 2021

Next Step: Continued attendance to trainings, seminars, and workshops related to job description; Assign new responsibilities to develop new skills like preparation of communications, minutes of meetings, management of social media accounts for the unit.

Outcome: To be determined after target period.

Final Step/Recommendation:

Prepared by:


ANGELICA P. BALDOS
Unit Head

Conforme:


RHEA ANGELIE M. FERNANDEZ
Name of Ratee Faculty/Staff