

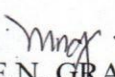
COMPUTATION OF FINAL INDIVIDUAL RATING  
FOR ADMINISTRATIVE STAFF

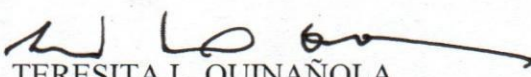
Rating Period: JANUARY TO JUNE 2017

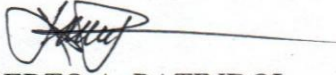
Name of Administrative Staff: MERLE N. GRAVADOR


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.90  
ADJECTIVAL RATING: Outstanding

Prepared by:  
  
MERLE N. GRAVADOR  
Name of Staff

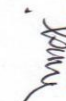
Reviewed by:  
  
TERESITA L. QUINAÑOLA  
Department/Office Head

Recommending Approval:  
  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:  
  
EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, 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, 2017 to June 30, 2017.**


  
**MERLE N. GRAVADOR**  
Ratee

Approved:   
**TERESITA L. QUINANOLA**  
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>	
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 complaint	no valid complaint	5	5	5	5	5.00
	Documents forwarded to Records Office	Forwards documents to Records Office	2,000	2,550	5	5	4	4	4.67
Personnel Development and Management									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of APB/NAPB meetings	260	350	5	5	5	5	5.00
	No. of comparative assessments	Routes comparative assessment for signature of NAPB members	8	18	5	5	5	5	5.00
	No. of leave applications	Receives and attaches approved leave to payroll	2,100	2,800	5	5	4	4	4.67
Personnel Records Development and Management									
Compliance to CSC/DBM/Rules & Policies on leave administration complied / implemented	No. of maternity and terminal leave applications	Receives and releases approved leave to payroll	10	11	5	5	5	5	5.00
	No. of certificates service credits	Releases certificate of service credits	30	48	5	5	5	5	5.00
	No. of service records and certificates provided to clients within one day	Release service records and certifications	350	550	5	5	5	5	5.00
Compliance to DBM/CSC/GSIS/ BOR Rules & Policies on employees compensation & benefits implemented	Casual/contractual salary received 5 days after the end of quincena	Processes casual/contractual payroll	12	15	5	5	5	5	5.00
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	300	385	5	5	5	5	5.00
Percentage of appointments reviewed and recorded	No. of DTR/CSR	Receives, attaches DTR/CSR to payroll and files	3,000	3670	5	5	4	4	4.67
	No. of regular staff appointments /salary adjustments/increments posted	Receives and posts appointments	700	814	5	5	5	5	5.00
	No. of documents	Photocopies documents	3,000	4,150	5	5	5	5	5.00
		Receives/releases doc. Incoming/outgoing doc. for processing and approval for president	1000	1,780	5	5	5	5	5.00
Total Over-all Rating									69.00



MERLE N. GRAVADOR	Average Rating :		4.93	Comments & Recommendations for Development Purposes:
	Additional Points:			
	Punctuality			
	Approved Additional points (with copy of approval)			
	FINAL RATING		4.93	
	ADJECTIVAL RATING		Outstanding	

Received by:   
PRPEO

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

Calibrated by:   
**REMBERTO A. PATINDOL**  
Chairman, PMT

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

Recommending Approval:   
**REMBERTO A. PATINDOL**  
Vice President

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

Approved by:   
**EDGARDO E. TULIN**  
President

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



# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: MERLE N. GRAVADOR

Position: Administrative 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		58.00				

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		N.A.				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_

  
**TERESITA L. QUIÑANOLA**  
 Head of Office