

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: FE C. CALUNANGAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.79	4.79x 70%	3.35
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.72


TOTAL NUMERICAL RATING: 4.72
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: OUTSTANDING

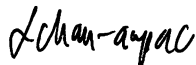
Prepared by:


 FE C CALUNANGAN
 Admin. Aide III

Reviewed by:


 CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Approved:


REMBERTO A. FATINDOL
 Vice Pres. for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **Fe C. Calunangan**, 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**

Fe C. Calunangan
FE C. CALUNANGAN
 Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
FINANCIAL MANAGEMENT									
MFO 2									
Cash Management 2									
2.2 Collection Services 2.3 Financial Reports	Collected, receipted & deposited promptly all income of the university w/ customer satisfaction and error free.	Received & receipted income of the university during peak season	480	690	5.0	5.0	5.0	5.0	
	Financial mandated Reports submitted to office concerned on the prescribed time and error free.	Prepared Report of daily collections of fund 164 STF	95	264	5.0	4.5	4.0	4.5	
		Encoded the daily income for 101 Refund, VSU Hospital, PCC and Senior High School.	55	192	5.0	5.0	5.0	5.0	
		Segregated, consolidated & bounded official receipts	31,000	35,708	5.0	5.0	4.0	4.7	
		Attached validated deposit slips w/ corresponding report.	300	355	5.0	5.0	5.0	5.0	
		Retrieved duplicate copies of official receipt as requested by the students.	40	102	4.5	4.5	5.0	4.7	
		Report of monthly collection of documentary stamps.	6	12	5.0	4.0	5.0	4.7	
2.4 Student Services	Developed/implemented system in automatic breakdown of student miscellaneous fee								
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT									
MFO 3									
Customer Friendly									
Frontline Service	No noon Break Policy to entertained clients during their period	Catered the needs of the clients	100%						
Total Over-all Rating									33.5

Average Rating (Total Over-all rating divided by 7)		4.79
Additional Points:		
Approved additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		

Evaluated & Rated by:

Corazon U. Nuevo
CORAZON U. NUEVO
 Dept./Unit Head
 Date:

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
 Director of Finance
 Date:

Comments & Recommendations for Development Purpose:

Needs Training to boost her input in different fields of job to be assigned.

Approved by:

Remberto A. Patindol
REMBERTO A. PATINDOL
 Vice President
 Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. - June, 2018
 Name of Staff: CALUNANGAN, FE 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 : _____



CORA SEN U. HUENO
 Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: FE C. CALUNANGAN

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 university income during enrollment & as requested in the absence of the CO	During enrollment & as requested	Within the day	Immediately responded the request of the Head of Office. During the whole duration of enrollment	Impressive	VS	
2	Prepared & generated ROC fund 164	Daily	10 th day of the following month	5 th day of the following month	Impressive	VS	
3	Encoded & generated ROC of PCC, Hospital, 161, SH & 101T	Daily	10 th day of the following month	5 th day on the following month	Impressive	VS	
4	Prepared & generated Summary of Collection of all funds	Daily	10 th day of the	5 th day of the following month	Impressive	VS	

			following month				
5	Prepared & generated monthly collection for documentary stamp	10 th day of the following month	5 th day of the following month	5 th day of the following month	Impressive	VS	
6	Sorted , bounded and submitted Official receipts together with the reports.	Daily	10 th day of the month	5 th day of the month	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: FE C. CALUNANGAN
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 administrative services

Result:

Able to performed task assigned effectively.

Date: June, 2018 Target Date: 3rd quarter

Next Step:

Follow up learning skills through trainings & seminars

Outcome

Effective administrative staff and willing to face challenges.

Final Step/Recommendation:

Perform task effectively & efficiently

Prepared by:


CORAZON U. NUEVO

Unit Head