

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **LEONARDA P. OTIDA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
23. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
24. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.86

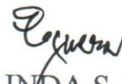
TOTAL NUMERICAL RATING: **4.86**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.86**

ADJECTIVAL RATING: **OUTSTANDING**

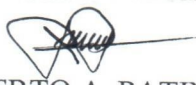
Prepared by:


 SANDRA C. TIUA
 Administrative Assistant III

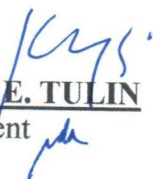
Reviewed by:


 ERLINDA S. ESGUERRA
 Head, ACCOUNTING Office

Recommending Approval:



 REMBERTO A. PATINDOL
 Chairman, PMT

Approved:



EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEONARDA P. OTIDA**, of the Accounting 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 July 1 to Dec. 31, 2016.


LEONARDA P. OTIDA
Ratee

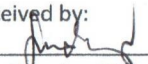
Approved:



ERLINDA S. ESGUERRA
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishment As of Dec. 31, 2016	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Processing Services	No. of entries posted error free	Posts salaries and wages of JO's, contractual, casual staff, student assistants, honorarium of GTA's and stipend of scholars.	3,900	104%	posted 4060 entries	5	5	5	5.00	
	No. of draft prepared error free	Prepares draft for monthly/quarterly remittances of GSIS, HDMF premiums and loans and Philhealth premiums of JO's, casual and contractual staff.	3,000	121%	prepared 3654 draft	5	5	5	5.00	
	No. of list prepared error free	Prepares list of withholding tax on compensation to BIR for JO's, casual and contractual staff.	600	105%	prepared 635 list	5	5	4	4.67	
	No. of staff	Computes annual dues of withholding tax to BIR for JO's, casual and contractual staff.	460	100%	computed 460 withholding tax	5	5	5	5.00	
Bookkeeping Services	No. of quarterly and yearend reports j prepared within mandated time	Prepares financial reports, schedule of liquidation and accounts payable	28	114%	prepared 32 reports	5	5	4	4.67	
	No. of projects controlled and monitored	Controls projects releases funded by PCARRD, DOST, DA BAR, CICT and CHED	30	100%	controlled 30 projects	5	5	5	5.00	
	No. of documents processed within 3 days after receipt	Obligates vouchers, payrolls, and P.O's charged to project funds	300	110%	obligated 332 vouchers	5	5	5	5.00	
Total Over-all Rating						35	35	33	34	

Average Rating (Total Over-all rating divided by # of				4.90
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.90
ADJECTIVAL RATING				


Comments & Recommendations for Development Purpose:

Received by: 
Planning Office

Calibrated by: 
R. A. PATINDOL
PMT

Recommending Approval: 
R. A. PATINDOL
Vice President

Approved:


E. E. TULIN
President

Date: _____ Date: _____
1 - quality 3 - timeliness
2 - efficiency 4 - average

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2016

Name of Staff: Leonarda P. Otida 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					
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	57				
Average Score	4.75				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head