

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Marilou L. Sta. Iglesia

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.55	4.55 x .70	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x .30	1.40
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING:

4.58

Add: Additional Approved Points, if any:

—

TOTAL NUMERICAL RATING:

—

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MARILOU L. STA. IGLESIA

Name of Staff

OTHELLO B. CAPUNO

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marlou L. Sta. Ilesia of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION (OVPRE) 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 to June, 2017.

Marlou L. Sta. Ilesia
Ratee

Approved:

Othello B. Capuno
Head of Unit

MFO and PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks
					Q ¹	E ²	T ³	A ⁴
Research Administration Services	100% of administrative documents approved/acted within one day from receipt	Receives/ records appointments of casuals, contractuals, project/study leaders, travel orders, leave applications, CSRs & DTRs, leave status, faculty workloads, clearances, reimbursements/liquidation of cash advances/PRs, RIS, vouchers;	430 150 300 60 25 15 120 25	560 205 378 77 40 27 160 40	5	4	5	4.66
		OICship and official communications	80 55 30	102 65 40				
		Prepares appointment of casuals/contractuals/job Orders;	40	55	4	5	5	4.66
		payrolls, vouchers, RIS, PRs, PJRs, Trip tickets, POs, Abstract of Quotations, Travel documents, OICship, Application for Leave, Liquidation, Inspection Report, Canvass Papers,	30 35 15 30 10 10 4 4 25 15 10 10 5 5	40 45 35 40 20 15 7 10 40 30 25 25 10 7				

	BUR, etc	10	12				
	Encodes and print official communications.	25	30	5	4	4	4.33
	Help delivers office communications/papers to concerned offices/dept./centers/individuals.	50	60	4	5	4	4.33
	Facilitates preparation for accommodation of meals/snacks of visitors specially during meetings.	300	350	5	4	5	4.66
			INTERVENING: 1. Assisted/facilitated meals/lunch of farmers during Farmers & Fishers Day.				
Efficient and customer friendly frontline service	Zero percent complaint from client served	Officers of the hours	Officers of the hours.	5	5	4	4.66
Total Over-all Rating							4.55

Comments & Recommendations
for Development Purpose:

Average Rating (Total Over-all rating divided by 4)	4.55
Additional Points:	
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.55
ADJECTIVAL RATING	Very Satisfactory

Received by:

[Signature]
Planning Office

Date: _____

Calibrated by:

[Signature]
REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

[Signature]
OTHELLO B. CAPOANO
Vice President

Date: _____

Approved by:

[Signature]
EDGAR B. CAPOANO
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2017

Name of Staff: MARILOU L. STA. IGLESIA Position: Adm. 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		56				

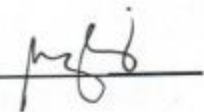
13. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific 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						
Average Score		4.67				

Overall recommendation : _____

O. Capuno
OTHELLO B. CAPUNO
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILOU L. STA. IGLESIA
Performance Rating: OUTSTANDING

Signature: 

Aim: *To have a smooth and efficient office operations.*

Proposed Interventions to Improve Performance

Date: January 1, 2017 Target Date: June 30, 2017

First Step:

1. To come up with a systematic recording of documents.
2. To attend a training on data management system.

Result:

1. Systematic recording of documents achieved

Date: July 1, 2017

Target Date: December 31, 2017

Next Step

1. Application of data based management system


Outcome:

1. Efficient office operations

Final Step/Recommendation:

Renew services but with close guidance.

Prepared by:


OTHELLO B. CAPUNO
Unit Head