



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.20
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.52

FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


ANICETA M. LUMACAD
Name of Staff


ELSIE E. SALAMAT
ACRO Head

Approved:


DILBERTO O. FERRAREN
Vice President, PRGAS

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANICETA M. LUMACAD, Administrative Assistant II of the Alumni and Community Relations 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 to December 2020.

Aniceta M. Lumacad
ANICETA M. LUMACAD
 Administrative Assistant II
 Date: January 12, 2021


Approved:

Elsie E. Salamat
ELSIE E. SALAMAT
 ACRO Head
 Date:

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ACRO MFO 1. Organizational Strengthening Services									
	No complaint from clients	Alumni Frontline Services	100%	100%	5	5	4	4.67	
	Percent clearance issued to graduating students as requested	Clearance issuance to graduating students	100%	100%	5	5	4	4.67	
	Percent documents processed & filed as needed	Drafting, Communications and documents for processing and filing	100%	100%	4	4	4	4.00	
	Number of meetings documented	Documents events including minutes of meeting transcribed minutes of meetings (ACRO, VSUAAI, Alumni Communicators and Scholar's Meeting	4	4	4	5	4	4.30	

	Number of DTR's signed	Signing of DTR of J.Os & SA	8	20	5	5	5	5.00	
	Number of PPMP prepared	Prepare online PPMP for 2021	1	1	4	5	5	4.67	
	Number of inventories done	Inventory of office supplies	1	1	4	5	5	4.67	
ACRO MFO 2. Administrative Function									
	Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	3	3	4	5	5	4.67	
	Number of Tracer forms Encoded	Supervised Database Encoding	1,200	6,801	5	5	5	5.00	
	Number of ID Printed by SA as scheduled	Supervised ID Printing	700	1,200	5	5	5	5.00	
	Number of ID released as requested	Records ID released as requested	40	40	5	5	5	5.00	
	Number of deposit slips for alumni membership and ID's received & recorded	Record of VSUAAI membership and ID payments slip	326	326	5	5	5	5.00	
	Number of documents filed	Filing of Documents	100%	100%	5	5	5	5.00	
	Number of PR's and vouchers prepared	Preparation of PR's and voucher	24	24	4	5	5	4.67	
Total Over-all Rating								66.30	
Average Rating								4.74	
Adjectival Rating								Outstanding	

Evaluated & Rated by:



ELSIE E. SALAMAT

Dept/Unit Head

Approved by:



DILBERTO O. FERRAREN

VP, PRGAS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 31, 2020

Name of Staff: Aniceta M. Lumacad

Position: Administrative Assistant II


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		68				
Average Score		4				

Overall recommendation : _____


ELSIE E. SALAMAT
 Printed Name and Signature
 ACRO Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Alumni and Community Relations Office (ACRO)

Head of Office: Prof. Elsie E. Salamat


Number of Personnel: Five (5)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Check daily Activities		/	/		Done
2. Submission of output		/	/		Done
Coaching					
1. Give feedback/ follow-ups and work as a team		/	/		Done

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

Conducted by:

Noted by:


ELSIE E. SALAMAT
Immediate Supervisor


DILBERTO O. FERRAREN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 9, 2020

Target Date: July to December 31, 2020

First Step:

-
1. Search available online trainings/seminars/courses
-

Result:

-
1. Requested ODAHRD to include Ms. Lumacad in the list of interested participant for the Civil Service Webinar Course on "Strengthening Integrity and Accountability Amidst the Covid-19 Pandemic.
 2. She enrolled some of the DOST Caraga sponsored via Coursera free online Professional Certificate Program.
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Date: _____

Target Date: July to December 31, 2020

Next Step:

-
1. Attended the Civil Service Webinar Course on "Strengthening Integrity and Accountability Amidst the Covid-19 Pandemic.
 2. Attended some of the DOST Caraga sponsored via Coursera free online Professional Certificate
-

Outcome: Awareness of a good civil servant

Final Step/Recommendation:

-
1. Maintain the best practices in the office
 2. Supervision of JO workers and Student Assistant
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Prepared by:


ELSIE E. SALAMAT
ACRO Head

Conforme:


ANICETA M. LUMACAD
Name of Ratee Faculty/Staff