

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: THELMA P. APAS

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.77	4.77 x 70%	3.33
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.39
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:


 MARIA A. NUÑEZ
 AA IV


Reviewed by:


 CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT


Approved:



EDGARDO E. TULIN
 President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Thelma P. Apas**, 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 July 1, 2017 to December 31, 2017


THELMA P. APAS
Ratee

Approved: 
CORAZON U. NUEVO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2 Cash Management 2 2.3 Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time and error free.									
		Prepared Report of Check Issued & Cancelled of fund 164.	5,700	6,000	105%	5	4.5	4	4.5	
		Stamped "Paid to Paid vouchers & payrolls of the fund.	355	405	114%	5	5	5	5	
		Cross checked paid vouchers/payrolls against the cash book.	6,000	6,200	103%	5	4	4	4.33	
		Consolidated & bounded generated reports	450	500	111%	5	5	5	5	
		Prepared PACS for ATM payroll of Job Orders Fund 164.	260	310	119%	5	4.5	5	4.83	
		Prepared checks of Fund 164.	1,500	2,000	133%	5	4.5	4.5	4.66	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 3	Effective & efficient prompt remittance to government agencies. 7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Delivered checks of VSU suppliers in Tacloban City & Ormoc City	550	600	109%	5	4.5	4.5	4.66	
		Delivered checks for remittance of Vsuo to diff.	5	7	140%	5	5	5	5	
		Collected school fee	1,100	1,200	109%	5	5	5	5	

[illegible]

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 - December 31, 2017
 Name of Staff: Thelma P. Apas Position: _____

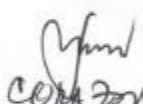
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (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					

Overall recommendation : _____


Cepha Zon Ce-Huevo
 Name of Head