### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (January - June 30, 2018)

Name of Administrative Staff:

**ANDRES F. DALISAY** 

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 x 3)
Numerical Rating per     IPCR	4.71	4.71 x 70%	3.30
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.43x 30%	1.45
	TOTAL N	NUMERICAL RATING	4.75

TOTAL NUMERICAL RATING:

475

Add: Additional Approved Points, if any:

4.75

TOTAL NUMERICAL RATING

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

TONIO P. ABAMO Dean, CME

Approved:

BEATRIŽ S. BELONIAS ice President for Instruction

# COMPUTATION OF FINAL INDIVIDUAL RATINE FOR ACIVINGENALING STAFF

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Equivalent Numerical Paung (2 x 3)	Percentago Weight   70°%   (0)	: gnits?	(S)	Particula <b>rs</b> (1)
υδ &	4.71 × 70%		TOU	ી Mumarical Rating per PON
1.45	4.82 x 30%		\$8.4	2. Supervisor/head sassersnamn of hir communition towards efficientshif or office saccimplishments
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TOTAL NUMBER BATHICK

0.7.3

Add: Additional Approved Points if any:

TOTAL NUMBERIOAL RATING

AUJEÖTIVAL RATING:

4.75

CALLETENCY

NO 1880615

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PALISAY A MOREG Were of Staff

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Personaliding Approve

ANTONIO EL ARÂNIO LICE DE CONF

Approved.

\* BEATRIX S. ŽBLONIAS Vice President for Inchrotion

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DALISAY F. ANDRES, of the <u>Department of Economics</u> commits to deliver andagree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January 1</u> - <u>June 30, 2018.</u>

DALISAY F. ANDRES

Ratee

Approved:

NOISES NEIL V. SERIÑO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	ľ	Rating			Remark
		1 4318 / 14318 / 164	raiget	Accomp.	Q1	E2	T3	T3 A4	
ADMINISTRATIVE	No. of pro-forma letters	Preparation of	8	17	5	5	5	5.00	<del> </del>
SUPPORT	No. of CA issued	Policies/Issuances/	8	15	4.8	4.8	4.8	4.80	-
SERVICES	No. of Certification	Correspondence	7	26	4.5	4.5	4.8	4.6	<del>                                     </del>
	No. of copies of doc. Issues		15	45	5	5	5	5	<del> </del>
	No. of staff cleared		1	2	4.5	4	4.5	4.33	
	Average Rating							4.75	
	No. of pages of documents encoded	Sacrata viat Manta	160	220	5	5	5	5	
	No. of pages of documents printed	Secretariat Work	125	2,75	5	5	5	5	<del>                                     </del>
	Average Rating				<del></del>		<del>                                     </del>	5	
	No. of communications/doc. Recorded	Information and	25	60	5	5	5	5	T
	No. of consolidated/bound files	Records	7	18	4.7	4.5	4.7	4.63	
	No. of records updated	Management	6	15	4.8	4.5	4.8	4.7	+
	No. of pages electronically filed		20	48	4.8	4.8	4.8	4.8	<del> </del>
	No. of documents retrieved & issued		20	35	4.5	4.5	4	4.33	<del>                                     </del>
	No. of emails downloaded and filed		40	63	4.5	4.5	4	4.33	
	No. of pages printed		180	355	5	5	5	5.00	
	Average Rating							4.68	
	No. of trip tickets prepared	Preparation of	3	7	4.5	4.5	4.5	4.5	
	No. of RIS prepared	Standard Government	6	15	4.8	4.8	4.8	4.8	
	No. of TO's prepared	Forms	15	40	5	5	5	5	
	No. of Itinerary of Travel Prepared		5	12	4.7	4.5	4.5	4.57	
	No. of Certificate of Travel Completed		5	12	4.7	4.7	4.7	4.7	
	No. of DTR/CSR prepared		20	54	5	5	5	5	<del> </del>
	No. of payrolls prepared		2	6	5	5	5	5	<del> </del>
	No. of Application of Leave Prep.		10	45	 5	5	5	5.00	
	No. of Contracts/Appointments prep.		2	5	4	4	4.5	4.17	
	No. of PRs prepared		5	25	4.8	4.6	4.5	4.63	

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	No. of Vouchers prepared		5	35	5	5	5	5
	No. of claims/reimbursements prep.		3	12	4.5	4.5	4.5	4.5
	No. of PDS prepared.		1	2	4	4	4.5	4.17
*	Average Rating			100				4.70
	No. of APP prepared	Preparation of Plans and	3	7	5	5	5	5
	No. of Annual Report encoded and consolidated/Program Status Report	Reports	1	1	4	4	4	4.00
	Average Rating			The state of the s	-			4.50
	No. of meetings/seminars/trainings/ workshops & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops & Conferences	3	10	4.8	4.8	4.8	4.8
	Average Rating							4.8
	No. of Projected Workoad prepared	Involvement in Teaching	5	13	5	5	5	5
	No. of Actual Teaching Load prepared	Support Services	2	6	5	5	5	5
	No. of Individual Fac. Workload prep.		5	1.3	5	5	5	5
	No. of Faculty Performance monitored		5	11	4	4	4	4
	No. of Classroom Utilization prepared		3	5	4.5	4.5	4.5	4.5
	No. of PMS-OPES prepared		5	10	4.8	5	4.8	4.87
	No. of handouts distributed to students		125	275	4.5	4.5	4.5	4.50
	Average Rating							4.70
	No. of documents sorted/collated		500	650	5	5	5	5
	No. of committees assigned & complied	Other Services	2	3	4.5	4	4.5	4.33
	No. of hours rendered for committee		7	14	4	4.5	4.5	4.33
	Average Rating						-	4.55
Total Over-all Rating								37.67

Average Rating (Total Over-all Rating Divided by 8 )	4.71
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Pursue master in management of time and roomers permit.

Calibrated by:

MOISES NEIL V. SERIÑO

Head, DOE

Recommending Approval:

ANTONIO P. ABAMO

Dean, CME

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

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#### Annex O

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

Name of Staff: DALISAY F. ANDRES 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. C	ommitment (both for subordinates and supervisors)		(	Scal	е	
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
ô.	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.	53	4	3	2	1
3.	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
0	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		58			

	eadership & Management (For supervisors only to be rated by higher upervisor)	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.	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.							
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	.83	)				

Overall recommendation :	
Overall reconfinition dation .	

MOISES NEYL V. SERIND Name of Head

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee:

Dalisay F. Andres

Performance Rating:

January - June 2018

Aim: Timely and quality delivery of administrative and support services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2018 Target Date: June 30, 2018 First Step: In-house training, preparation of budget and procurement, updating of databases and proper record filing Result: Submitted documents within the deadline. Date: March 1, 2018 Target Date: June 30, 2018 Next Step: Facilitate in the transition of administrative personnel and orientation of the new personnel to take-over her administrative tasks. Outcome: Promoted to administrative assistant Final Step/Recommendation: Promoted and transferred to the Office of the Vice President for Planning and Resource

Prepared by

MOISES NEIL V. SERIÑO

Unit Head

Conforme:

Generation.

DALISAY F. ANDRE

Ratee