

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)
1. Numerical Rating per IPCR	4.71	4.71 x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: **OUTSTANDING**

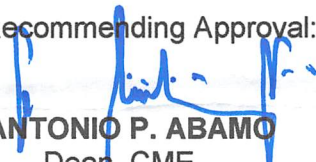
Prepared by:


DALISAY F. ANDRES
Name of Staff

Reviewed by:


MOISES NEIL V. SERINO
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

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

ADMINISTRATIVE STAFF

Name of Administrative Staff

Administrative Staff	Performance Rating (1-5)	Weighted Rating (1-5)	Percentage Weight (10%)	Final Numerical Rating (1-5)
1. Numerical Rating per (1-5)	4.75	4.75	4.75 x 10%	4.75
2. Subjective/Qualitative assessment of the employee's performance in the current year	4.85	4.85	4.85 x 30%	4.85
3. Subjective/Qualitative assessment of the employee's performance in the current year	4.85	4.85	4.85 x 30%	4.85
TOTAL NUMERICAL RATING				4.75

4.75

TOTAL NUMERICAL RATING

Add: Additional Approved Points (if any)

4.75

TOTAL NUMERICAL RATING

4.75

ADJECTIVE RATING

Reviewed by

Reviewed by

ADMINISTRATIVE STAFF
Department Head

ADMINISTRATIVE STAFF
Department Head

Recommending Approval

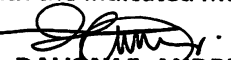
ADMINISTRATIVE STAFF
Department Head

Approved

ADMINISTRATIVE STAFF
Department Head

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DALISAY F. ANDRES**, of the Department of Economics 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 1 - June 30, 2018.


DALISAY F. ANDRES

Ratee

Approved:


MOISES NEIL V. SERINO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
				Accomp.	Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/ Correspondence	8	17	5	5	5	5.00	
	No. of CA issued		8	15	4.8	4.8	4.8	4.80	
	No. of Certification		7	26	4.5	4.5	4.8	4.6	
	No. of copies of doc. Issues		15	45	5	5	5	5	
	No. of staff cleared		1	2	4.5	4	4.5	4.33	
	Average Rating							4.75	
	No. of pages of documents encoded	Secretariat Work	160	220	5	5	5	5	
	No. of pages of documents printed		125	275	5	5	5	5	
	Average Rating							5	
	No. of communications/doc. Recorded	Information and Records Management	25	60	5	5	5	5	
	No. of consolidated/bound files		7	18	4.7	4.5	4.7	4.63	
	No. of records updated		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	
	No. of documents retrieved & issued		20	35	4.5	4.5	4	4.33	
	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 Standard Government Forms	3	7	4.5	4.5	4.5	4.5	
	No. of RIS prepared		6	15	4.8	4.8	4.8	4.8	
	No. of TO's prepared		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	
	No. of payrolls prepared		2	6	5	5	5	5	
	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	

	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							4.70	
	No. of APP prepared	Preparation of Plans and Reports	3	7	5	5	5	5	
	No. of Annual Report encoded and consolidated/Program Status Report		1	1	4	4	4	4.00	
	Average Rating							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 Workload prepared	Involvement in Teaching Support Services	5	13	5	5	5	5	
	No. of Actual Teaching Load prepared		2	6	5	5	5	5	
	No. of Individual Fac. Workload prep.		5	13	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	Other Services	500	650	5	5	5	5	
	No. of committees assigned & complied		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 if time and resources permit.

Calibrated by:

Moises Neil V. Serino
MOISES NEIL V. SERINO
Head, DOE

Recommending Approval:

Antonio P. Abamo
ANTONIO P. ABAMO
Dean, CME

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

Head Office
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Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018Name of Staff: DALISAY F. ANDRESPosition: Administrative Assistant II

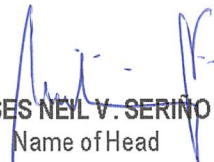
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58				

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		4.83				

Overall recommendation : _____


MOISES NEIL V. SERINO
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 Generation.

Prepared by:

MOISES NEIL V. SERIÑO

Unit Head

Conforme:

DALISAY F. ANDRES

Ratee