

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING

Rating Period: JANUARY TO JUNE 2016

Name of Administrative Staff: FLORANTE G. DIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: **4.88**

Add: Additional Approved Points, if any:

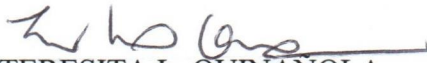
TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


FLORANTE G. DIDAL
Name of Staff

Reviewed by:


TERESITA L. QUINANOLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Personnel Records and Performance Evaluation 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 **January 1, 2016 to June 30, 2016**.

FLORANTE G. DIDAL

Ratee

Approved:

TERESITA L. QUINANOLA

Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No Complaints	No Complaints	5	5	5	5.00	
Encoding of documents for binding and Preparing Index	No. of bounded documents	Files and encodes old documents for binding	1	1	5	5	4	4.67	
Contract hours, preparation pay of part-time instructors encoded	No. of contracts of part-time instructors encoded	Encodes contact hours and preparation pay of part-time instructors encoded	62	62	5	5	5	5.00	
Personnel Records Development and Management									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of leave applications	Proceses, encodes and countersigns leave applications of casual/contractual and regular administrative employees	1600	1654	4	5	5	4.67	
Percentage of DBM/CSC/GSIS/BOR Rules and Policies on Employees Compensation and Benefits implemented	No. of payrolls	Prepares of payroll of casual and contractual employees and part-time instructors	120	130	5	5	5	5.00	
	No. of payslips	Prepares of payslip for casual/contractual	170	170	5	5	5	5.00	
	No. of database reports	Prepares of database report	4	4	5	5	5	5.00	
Personnel Records and Filing Services	No. of appointments	No. of JO appointments received/forwarded to OP for approval	400	473	5	5	5	5.00	
	No. of leave applications received and encoded	Encodes leave applications to electronic logbook	2000	2075	5	5	5	5.00	
Total Over-all Rating								44.33	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Average Rating :		4.93	Comments & Recommendations for Development Purposes:				
FLORANTE G. DIDAL		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.93					
		ADJECTIVAL RATING		Outstanding					

Received by:


PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

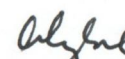
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016

Name of Staff: FLORANTE G. DIDAL Position: Administrative Aide III

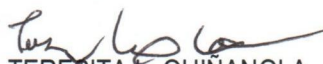
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		574				

Average 4.784

Overall recommendation :


TERESITA L. QUINANOLA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

To attend trainings relevant to his job

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


TERESITA L. QUIÑANOLA
Unit Head