COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

ARLIN B. FLANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating
		(3)	(2x3)
1. Numerical Rating per IPCR	4.63	4.63 x 70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.40
	TOTAL NUM	ERICAL RATING	4.64

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.64

 $\frac{4.04}{0.00}$

4.64

OUSTANDING

Prepared by:

ARLIN B. FLANDEZ
Adminstrative Aide VI

Reviewed by:

FRANCISCO G. GABUNADA, JR

Executive Assistant, OP

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ, of the Internal Audit Service Office (IASO) 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 to June 30, 2018.

Approved:

ARLIN B. FLANDEZ Ratee (-

FRANCISCO. G. GABUNADA, JR.

Executive Assistant, OP

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Percentage of Accomplishment	Details of Accomplishment				Rating	
				raiget	s of June 30,2015	Accomplishment	Q1	E2	T3	A4	
	General Administration Support Services	Number of Internal Control Systems (ICS) evaluated within 45 days from start of review	Assisted in the evaluation of Internal Control Systems (ICS)	1	100%	1	5	5	4	4.66667	
		Number of Prior years ICS reommendation monitored within 20 days from report submission	Monitored Prior Years ICS recommendation	1	100%	1	5	5	5	5	
		Number of Best Practices sustained	Included fund transfer as payment of Accts. Rec. in the project	1	100%	1	5	5	4	4.66667	
	Financial Management Services	Number of Monthly IGP/STF Financial Reports verified	Checked financial reports of IGP/STF Projects	200	110%	220	5	5	4	4.66667	
			a) Verified financial reports and prepared working papers on the result of review	37	100%	37	4	5	4	4.33333	
		Number of Accounts Receivable Confirmations (RF & STF) feedbacks	Number of Accounts Receivable Confirmations (RF & STF) prepared & sent	131	100%	131	4	5	4	4.33333	
		opened, processed and verified within the day	Opened the Request for Quotation of different suppliers and reviews entries reflected on the PR against canvass papers and APP	50	126%	63	4	5	4	4.33333	
1	Efficient and customer- friendly assistance	Zero complaint from clients	Received and released RFQ	0	100%	0	5	5	5	5	no complaint
	Total Over-all Rating									37	

"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ, of the <u>Internal Audit Service Office (IASO)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June 30, 2018.</u>

Average Ratio	ng (Total Over-all rating divided by 4)		
Additional Points:			
Approved Additional	Points (with copy of approval)		
Final Rating			
Adjectival Rating		AND ADDRESS OF THE PARTY OF THE	

Evaluated & Rated by:

FRANCISCO G. GABUNADA, JR.

Executive Assistant, OP

Date: ____

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date:

Comments & Recommendations for Development Purpose:

Acceptable performance

Need to be updated and expressed on recent

directions and practices.

Approved by:

EDGARDO E. TULIN

President

Date: ____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period:_	January to June , 201	18	
Name of Staff:	Arlin B.Flandez	Position:	AA VI

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.	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.	(3)	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		3	2	1
	Total Score	50	,			
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	:

FRANCISCO G. GABUNADA, JR. Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez Performance Pating: Innuary 1, to Ivna 20, 2018
Performance Rating: January1 to June 30, 2018
Aim: To maximize the productivity potential of our Clerk
Proposed Interventions to Improve Performance:
Date: June 1, 2018 Target Date: June 15,2018
First Step:
Individual consultation with Ms. Flandez on how to prepare our records for the continuation
of 5S implementation
Dogult.
Result:
Disposal of old files and the implementation of filing in accordance with the 5S
Date: _July 15, 2018 Target Date: September 15, 2018
Next Step:
Dialogue on attendance of AGIA convention
Outcome: Recommend to attend the convention of AGIA in Davao City
Final Step/Recommendation:
Recommend to attend AGIA convention

Prepared by:

Unit Head

Conforme:

ARLIN B. FLANDEZ
Name of Ratee Faculty/Staff