

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2016

Name of Administrative Staff: MA. EPIFANIA G. TUdTUD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: **4.81**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.81**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MA. Epifania G. Tudtud
MA. EPIFANIA G. TUdTUD
Name of Staff

Reviewed by:

TERESITA L. Quinañola
TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:

REMBERTO A. Patindol
REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. Tulin
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Epifania G. Tudtud, 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**.

Ma. Epifania G. Tudtud
MA. EPIFANIA G. TUDTUD

Ratee

Approved:

TERESITA L. QUINANOLA
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	
Documents for 201 files forwarded to Records Office	No. of documents for 201 files reviewed and encoded	Reviews documents for 201 files prior to encoding to PIS	40	47	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	297	452	4	5	5	4.67	
Personnel Development and Management									
In-house trainings conducted/facilitated	No. of in-house trainings/HR interventions conducted/facilitated	Assists in the conduct of in-house trainings	2	2	5	5	5	5.00	
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of comparative assessment prepared	Prepares comparative assessment for selection promotion of administrative staff	6	8	4	5	4	4.33	
Personnel Records Development and Management									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of leave applications	Processes, encodes and countersigns leave applications of casual and contractual staff	160	182	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	230	243	5	5	5	5.00	
	No. of payslips	Prepares of payslip for casual/contractual	350	356	5	5	5	5.00	
	No. of database reports	Prepares of database report	6	8	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of payrolls	Reviews and countersigns payroll of regular employees,	720 regular payrolls, 12 RATA, 6 honorarium 150 Midyearbonus payroll 36 scholars salary payroll 6 stipend payroll 36 teacher's leave payroll 50 clothing allowance payroll, 20 PBB payroll, 5 terminal leave payrolls, 130 casual/contractual payroll, 100 part-time payroll	850 regular payrolls, 15 RATA, 12 honorarium 174 Midyearbonus payroll 66 scholars salary payroll 6 stipend payroll 44 teacher's leave payroll 60 clothing allowance payroll, 25 PBB payroll, 6 terminal leave payrolls, 137 casual/contractual payroll, 106 part-time payroll	5	5	5	5.00	
	No. of SALNs reviewed, summarized and submitted to CSC and Ombudsman	Reviews SALNs and submit report	582	577	5	5	5	5.00	
	No. of records updated	Updates the personnel information in the personnel information System	100%	100%	5	5	5	5.00	
	No of Notice of Salary Adjustments Prepared	Prepares Notice of Salary Adjustments	600	603	5	5	5	5.00	
	No. of Notice of Step Increment	Prepares Notice of Step Increment	40	52	5	5	5	5.00	
Personnel Information System	No. of service records, certificates provided to clients within one day	Updates service record database and prepares service record and certificates of employment	100certifications, 200 service records	150 certifications, 210 service records	4	5	5	4.67	
Total Over-all Rating								73.00	

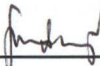
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Average Rating :		4.87	Comments & Recommendations for Development Purposes:				
MA. EPIFANIA G. TUDTUD		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.87					
		ADJECTIVAL RATING		Outstanding					


Received by:

Calibrated by:

Recommending Approval:

Approved by:


PRPEO


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016


Name of Staff: MA. EPIFANIA G. TUDTUD Position: Administrative Officer V

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		56				
Average		4.67				

Overall recommendation : _____


TERESITA L. QUIÑANOLA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. EPIFANIA G. TUdTUD

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend Training

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

TERESITA L. QUIÑANOLA
Unit Head