

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MERIAM M. LUNA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70 %	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30 %	1.37
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding


Prepared by:


MERIAM M. LUNA
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MERIAM M. LUNA, of the **USSO** 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, 2018.**


MERIAM M. LUNA

Ratee

Approved:


MANOLO B. LORETO, JR.

Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administrative Aide/Staff	No complaint	0	5	5	5	5.00	
Student Development and Welfare Support	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Serves as committee member of seminar for staff & students	2	5	5	5	5	5.00	
	No. of poor/disadvantaged students served by support services for non-academic needs	Process and approves applications for dormitory/cottage residency and transients	100	185	4	5	5	4.67	
Student Services	Issuance of requested certificates/excuse letters/good moral and other documents of the same nature	I.) Issues of Certificates (CGMC, CA, Student Housing, Insurance & Scholars etc.)	400	635	4	5	5	4.67	
		II.) Issues of Excuse letters	5	7	4	5	5	4.67	
		III.) Issues of call slips	3	10	5	5	5	5.00	
		IV.) Interview & recommend students for ID replacement	60	172	5	5	5	5.00	
	Number of financial/administrative documents prepared	> Prepared Payrolls- Students Assistant, Job Orders, Stipend of Scholars & Honorarium	85	108	4	5	5	4.67	
		>Prepared Vouchers/ Travel Papers/PRs/RIS/Reimbursement & others	45	111	5	5	5	5.00	
	Number of appointments/contracts prepared	> Prepared Appointment of DBGF, Campus Ministers, Organization Advisers', Dormitory Advisers', Casual & Job Orders	40	73	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Administrative Services	Number of PPMP prepared	Prepared PPMP of USSO, Admissions, PESO, ESGPPA, Guidance, Testing, Dormitories & >Prepared & Type different notice	4	19	5	5	5	5.00	
	Number of Communication/Documents Prepared	of meetings, request for overtime, travel orders, CSR, Memorandum OIC & others	130	496	5	5	5	5.00	
	Number of Communication/Documents Logged/Encoded	Recording of incoming/outgoing documents	800	1,571	4	5	5	4.67	
	Number office documents-communications, memo, reports & others filed.	Filing of office documents-communications, memo, reports & others.	1500	2602	4	5	4	4.33	
	Facilitates and screens clients of the Dean of Students.	Facilitating and screen clients of the Dean of Students	2000	3060	4	5	4	4.33	
								71.67	

Average Rating (Total Over-all rating divided by 19)	4.78
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.78
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Needs training on proper filing of documents

Evaluated and Rated By



MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 7, 2018

Recommending Approval:



MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 7, 2018

Approved by:



BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Meriam M. Luna

Position: Admin. 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	55				
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	4.58				

Overall recommendation : _____


MANOLO B. LORETO JR.
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: MERIAM L. LUNA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Develop systematic filing of documents for easy retrieval	System of filing documents	January, 2018	March, 2018	On-going	Needs improvement	Satisfactory	
2								
3								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Meriam M. Luna
Performance Rating: _____

Aim: To constantly deliver efficient and effective daily work output.
through personal & professional improvement
Proposed Interventions to Improve Performance: _____

Date: _____ Target Date: _____

First Step:

Contribute cohesion and productivity of the office through
open and honest work ethics.

Result:

Accomplished tasks and accepts professional and
personal development trainings.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

C. Mandat

Unit Head

Conforme:

Mina

Name of Ratee Faculty/Staff