COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
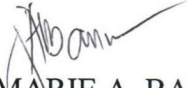
Name of Administrative Staff: **JOAN ROSEMARIE A. BANZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	4.65 x 70%	3.255
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.425
TOTAL NUMERICAL RATING			**4.68**

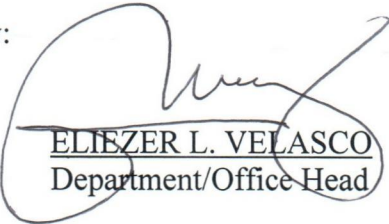TOTAL NUMERICAL RATING: **4.68**
Add: Additional Approved Points, if any: **0**
TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

   JOAN ROSEMARIE A. BANZON   ELIEZER L. VELASCO
   Name of Staff   Department/Office Head

Recommending Approval:

            REMBERTO A. PATINDOL
               Chairman, PMT

        Approved:

            EDGARDO E. TULIN
               President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Joan Rosemarie A. Banzon, of the Registrar's 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.

Approved:

JOAN ROSEMARIE A. BANZON
Ratee

ELIEZER L. VELASCO
Head of Unit

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Q^1	E^2	T^3	A^4	Remarks
Database management of student records	No. of report of grades printed	Print report of grades for enrolment purposes.	5,000	10,180 pages	5	5	4	4.67	
	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	500	1,000 subjects	5	4	4	4.33	
	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects and changing of curriculum of students.	100	300 applications	5	4	4.5	4.50	
	No. of Certificate of Registration printed	Printing of Certificate of Registration (COR)	100	200	5	5	4.5	4.83	
	No. of class roster printed	Printing of class rosters	500	646 pages	5	4	5	4.67	
	No. of class rosters followed up	Follow-up the submission of Class Rosters not yet submitted after the deadline	27 departments	27 departments	5	4	4	4.33	
	No. of class rosters corrected	Enter corrections and instructor's name of class rosters	800	1,142	5	4	4	4.33	
	No. scholars' grades, GPA and units checked	Check grades, GPA and units enrolled of present and previous semester of applicants for scholarship	800	1,312 applicants	5	4	4	4.33	
	No. of students assisted	Assists students conducting research required in their classes/degree.	5 students	5 students	5	5	5	5.00	
	No. of list students with incomplete grades prepared	Preparing list of students with INC grades	2	2	5	4	4	4.33	
	No. of completion grades encoded	Encoding completion grades in the database.							
	No. of ecopy of grade sheet generated	Ecopy of grade sheet by department	200	474	5	5	5	5.00	
	No. of grades sheets received	Receiving of grade sheets	1,000	3,098	5	5	5	5.00	
	No. of grades sheets encoded	Encoding of midterm grades	25,000	36,071	5	5	4.5	4.833333	
	No. of grades sheets encoded	Encoding of final grades	30,000	56,539	5	5	4.5	4.833333	
	No. of pages	Verifying and preparing list of professor by department who have not submitted the midterm and final grade	50	262	5	4	4	4.33	

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating Q[1]	Rating E[2]	Rating T[3]	Rating A[4]	Remarks
	No. of tracers sent	Prepare and send communications to Department Head and College Dean of the professor(s) who have not submitted midterm/final grades.	50	68	5	4	4.5	4.50	
	No. of report of grades printed	Print report of grades for parents, students and permanent record	5,000	10,062	5	5	4	4.67	
	No. of pages of report on promotion printed	Print Report on Promotion	500	748 pages	5	4	4	4.33	
	No. of diploma and name cards prepared	Prepares diploma and name cards of main and external campuses.	1,500	2,112	5	5	5	5.00	
	No. of certifications prepared	Preparation of student certifications	800	1,135	5	5	4	4.67	
	PRC Required Reports								
	No. of pages	A report on the list of graduates	20	38 pages	5	5	4	4.67	
	CHED Required Reports								
	No. of pages	A report on the list of graduates	20	38 pages	5	5	4	4.67	
	No. of emails downloaded	Emails downloaded and replied	50	133	5	5	4	4.67	
	No. of applications for clearance of faculty processed	Processing of applications for clearance of faculty	50	137	5	5	5	5.00	
Total Over-all Rating					5	4.58	4.35	4.65	

Average Rating (Total Over-all rating divided by 4)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING	4.65
ADJECTIVAL RATING	Outstanding

Comments & Recommendations
for Development Purpose:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2016
Name of Staff: JOAN ROSEMARIE A. BANZON Position: ADMIN. AIDE IV

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.
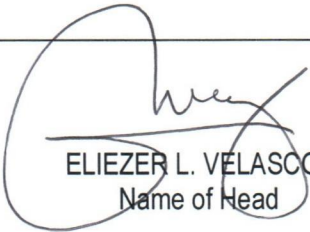
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

PART 1

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to clients' 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 the 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	57				

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					

Overall recommendation: _____

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ELIEZER L. VELASCO
Name of Head