




Name of Administrative Staff: Analou S. Montejo

TOTAL NUMERICAL RATING:	4.81
Add: Additional Approved Points, if any:	-
TOTAL NUMERICAL RATING:	4.81
ADJECTIVAL RATING:	Very Satisfactory

Reviewed by:


NANCY V. DUMAGUING
Department/Office Head


REMBERTO A. PATINDOL
Chairman, PMT


EDGARDO E. TULÍN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALOU S. MONTEJO, of the Department of Consumer & Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2016.

[Signature]
ANALOU S. MONTEJO
Ratee

Approved: *[Signature]*
NANCY V. DUNAGUING, OIC 7/1/2016
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	95% no complaint	100%	✓	✓	✓	5.00	
Student Services	Documents requested by students served on time 1. Internal clearance 2. Registration Permit 3. Students' Waiver 4. Univ. Student IDs	Served documents on time as requested	95%	100%	✓	✓	✓	5.00	
	Percentage of requested documents issued on time	Issued documents on time as requested	85%	95%	✓	✓	✓	4.66	
Teaching Performance Evaluation (NBC 461 & QCE)	Number of evaluations computed and results submitted to OVPI/PRPEO within the deadline during evaluation period	Conducted teaching performance evaluations and submitted results to OVPI/PRPEO	1	✓	✓	✓	✓	5.00	

Secretariat Works	Number of documents prepared/ submitted on time	Submitted and prepared on time	200	760	7	7	4	4.66	
	<ul style="list-style-type: none">• Communications• Standard government forms- Trip tickets- RIS- Travel Order- DTRs- Payrolls- Application for Leave- Appointments/Contracts- Purchase Requests- ORS/BURS- Disbursement Vouchers- Personal Data Sheet- SALN- CHED	communications and standard government forms							

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2016

Name of Staff: Analou S. Montejop Position: Adm. Aide 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. 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		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		4.75			

Overall recommendation : _____

NANCY V.  DUMAGUING

Name of Head