

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: MYRNA I. PANCITO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.44
TOTAL NUMERICAL RATING			4.82

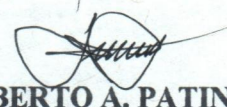
TOTAL NUMERICAL RATING: 4.80
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: OUTSTANDING

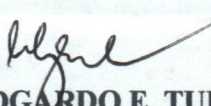

Prepared by: 
 MARIA A. NUÑEZ
 AA IV

Reviewed by: 
 CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President 

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Myrna s. Pancito , of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July 1, 2016 to December 31, 2016


MYRNA S. PANCITO
Ratee

Approved: 
CORAZON U. NUEVO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remark
						Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2										
Cash Management 2										
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Reviewed & signed checks in the absence of the Cashier.	1,200	1,500	125%	5	5	5	5	
2.2 Collection Services	Collected, receipted & deposited promptly all income of the University w/ fund)	Received & receipted all income of the university (by fund)	22,000	31,613	143%	5	5	5	5	
	Deposited promptly all income of the university	Deposited daily collections intact to our depository bank (by fund)	850	1,020	120%	5	5	5	5	
	Number of deposit slips deposited intact with the bank	Recorded daily collection and validated deposit slip in the cash book	90%	100%	111%	5	4.5	4.5	4.66	
		Updated and monitored cash book	10	15	150%	5	4	4	4.33	
	Developed system in easy access of semester and school year in paying	Implemented the system.	90%	100%	111%	5	5	5	5	
2.3 Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time and error free	Prepared Monthly Report of Accountability (O.R).	12	12	100%	5	4.5	4.5	4.66	
2.4 Student Services		Verified & signed Report of Collections	220	420	190%	5	5	5	5	
SERVICES & MANAGEMENT MFO										
	Complied the COA rules in Collection functions.	Implemented recommendation	100%	100%	100%	5	4.5	4.5	4.66	
	7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Collected school fee	100%	100%	100%	5	5	5	5	

Total Over-all Rating		48.31	
Average Rating (Total Over-all rating divided by 10)		4.83	
Additional Points:		Comments & Recommendations for Development Purpose:	
Punctuality			
Approved additional points(with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			
Received by:		4.83	
Calibrated by:		O	
REMBERTO A. PATINDOL		Recommending Approval:	
PMT		REMBERTO A. PATINDOL	
Date:		Vice President	
Date:		Date:	
Approved by:		EDGARDO E. TULIN	
President		Date:	
Date:		Date:	
1 - Quality			
2 - Efficiency			
3 - Timeliness			
4 - Average			

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2016
 Name of Staff: MYRNA I. PANCITU Position: _____

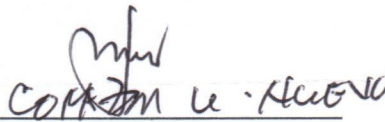
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3. 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
4. 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
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7 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
8 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
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10 Willing to be trained and developed	5	4	3	2	1

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	178				
Average Score	4.83				

Overall recommendation : _____


 Name of Head