

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **YOLANDA U. BALBARINO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.32
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>


TOTAL NUMERICAL RATING: **4.70**  
 Add: Additional Approved Points, if any: **0.00**  
 TOTAL NUMERICAL RATING: **4.70**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
 YOLANDA U. BALBARINO  
 AA III

Reviewed by:

  
 CORAZON U. NUEVO  
 Head, Cash Office

Recommending Approval:

  
 REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Yolanda U. Balbarino**, of the **Cash Division** commits to deliver and agree to be held on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2018**


  
YOLANDA U. BALBARINO  
Ratee

Approved:   
CORAZON U. NUEVO  
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero	zero	5	5	5	5.00	
			complaint	complaint					
DISBUSREMENT/ PROCESING MFO2	Percentage of funds disbursed with approved documents with customer satisfaction and error free	Received and encoded vouchers and payrolls ready for check issuance and cash payment	10,200	12,295	5	5	5	5.00	
		Sorted payrolls and vouchers by funding and turned over to check preparation in-charge	10,200	12,295	5	5	5	5.00	
		Encoded check issued ready for release	10,100	12500	5	5	4	4.67	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Prepared Report of check Issued & Cancelled for fund PCC, RF 161	28	33	5	5	4	4.67	
		Cross checked paid vouchers/payrolls against the cash book	500	650	5	5	4	4.67	
		Stamped "Paid to paid vouchers & payrolls of the assigned funds.	1,000	1,800	5	5	4	4.67	
		Generated, binded and submitted Report of Checks Issued and cancelled.	20	28	5	5	4	4.67	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received & receipted income /school fees during peak season	800	850	5	5	5	5.00	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Immediate response of claims inquiry	100%	100%	5	5	5	5.00	
Total Over-all Rating									48.33

Average Rating (Total Over-all rating divided by 10)	4.83
Additional Points:	
Approved additional points(with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	


Evaluated & Rated by:

  
CORAZON U. NUEVO  
Dept./Unit Head  
Date:

Recommending Approval:

  
LOUELLA C. AMPAC  
Director of Finance  
Date:

Approved by:

  
REMBERTO A. PATINDOL  
Vice President  
Date:

Comments & Recommendations for Development Purpose:  
Good worker, deserving for a regular position before she retire.

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 31/18  
 Name of Staff: YOLANDA U. DELAPARINO Position: Adm. 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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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		53				
Average Score		4.41				

Overall recommendation : \_\_\_\_\_

  
 CORAZON U. NUEVO  
 Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM


Name of Employee: YOLANDA U. BALBARINO

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & encoded documents w/ complete supporting papers to database	Daily	Within the day	Immediately upon receiving the documents	Very impressive	O	
2	Sorted documents based on obligation and indorsed to check in-charge preparation	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all checks issued for signature of signing officials	Daily	Daily	Upon receiving the checks	Impressive	VS	
4	Posted list of PAC's for info purposes outside the office	On the following day after PAC's submitted to LBP	On the following day	Immediately once its ready	impressive	VS	
5	Prepared generated & bounded RCIC of PCC, 161 & Cebu accounts	10 <sup>th</sup> day of the following month	5 <sup>th</sup> day of the following month	5 <sup>th</sup> day of the following month	impressive	VS	
6	Assisted in collection of fees during enrollment	Enrollment period	Enrollment period	Whole duration of enrollment period.	impressive	VS	

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

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

Prepared by:

  
CORAZON U. NUEVO

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Yolanda U. Balbarino  
Performance Rating: \_\_\_\_\_

Signature: \_\_\_\_\_

Aim: Be more responsible staff

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July - Sept/18

First Step:

Coaching/Training to boost infant

Result:

improving & more responsible towards her duties

Date: \_\_\_\_\_ Target Date: Oct. - Dec/18

Next Step:

find how to Trainings/Services

Outcome: Prove infant & gained more knowledge

Final Step/Recommendation:

Monitoring for regular position

Prepared by:

Corazon U. Nuevo  
CORAZON U. NUEVO  
Unit Head

Conforme:

Yolanda U. Balbarino  
YOLANDA U. BALBARINO  
Name of Ratee