

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING  
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2016

Name of Administrative Staff: MERLE N. GRAVADOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.49
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

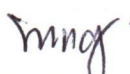
TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:

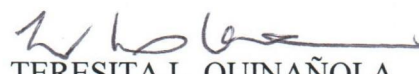
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: Outstanding


Prepared by:

  
MERLE N. GRAVADOR  
Name of Staff


Reviewed by:

  
TERESITA L. QUINAÑOLA  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President 

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, of the Personnel Records and Performance Evaluation 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.**

**MERLE N. GRAVADOR**

Ratee

Approved:

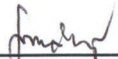
**TERESITA L. QUINANOLA**

Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
Documents forwarded to Records Office	No. of documents fowrded to Records	Forwards documents to Records Office	2020	2640	5	5	5	5.00	
Personnel Development and Management									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of of APB/ NAPB meetings	270	320	5	5	5	5.00	
	No. of comparative assessments	Routes comparative assesement for signature of NAPB members	6	8	5	5	5	5.00	
	No. of NBC 461 folders	Receives/returns NBC 461 folders	200	252	5	5	5	5.00	
	No. of leave applications	Receives and attaches approved leave to payroll	2000	2400	5	5	5	5.00	
Personnel Records Development and Management									
Compliance to CSC/DBM/Rules & Policies on leave administration complied / implemented	No. of maternity and terminal leave applications	Receives and releases approved leave to payroll	15	20	5	5	5	5.00	
	No. of certificates service credits	Releases certficate of service credits	40	47	5	5	5	5.00	
	No. of service records and certificates provided to clients within one day	Release service records and certifications	300	360	5	5	5	5.00	
Compliance to DBM/CSC/GSIS/ BOR Rules & Policies on employees compensation & benefits implemented	Casual/contractual salary received 5 days after the end of quicena	Processes casual/contractual payroll	12	12	5	5	5	5.00	
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	180	200	5	5	5	5.00	
	No. of DTR/CSR	Receives, attaches DTR/CSR to payroll and files	3200	3500	5	5	5	5.00	
Percentage of appointments reviewed and recorded	No. of regular staff appointments /salary adjustments/increments posted	Receives and posts appointments	700	797	5	5	4	4.67	
	No. of documents	Photocopies documents	3550	3700	5	5	5	5.00	
		Receives/releases doc. Incoming/outgoing doc. for processing and approval for president	856	974	5	5	5	5.00	

Total Over-all Rating									74.67	
MERLE N. GRAVADOR		Average Rating :		4.98	Comments & Recommendations for Development Purposes:					
		Additional Points:								
		Punctuality								
		Approved Additional points (with copy of approval)								
		FINAL RATING		4.98						
		ADJECTIVAL RATING		Outstanding						

Received by:

  
PRPEO

Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT


Date: \_\_\_\_\_

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
President *ph*

Date: \_\_\_\_\_



# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016

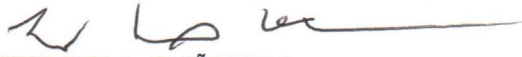
Name of Staff: MERLE N. GRAVADOR Position: Administrative Aide III

**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		58				
Average		4.83				

Overall recommendation :

  
TERESITA L. QUIÑANOLA  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERLE N. GRAVADOR

Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Attend tests / pursue completion of degree

Result:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**TERESITA L. QUINANOLA**

Unit Head