

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (UNIVERSITY REVIEW CENTER)
OCTOBER - DECEMBER 2019**

Name of Administrative Staff: RHEA ANGELIE M. FERNANDEZ – Administrative Aide-III

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	4.8 X .70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 X .30%	1.5
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: "O"


Prepared by:

Reviewed by:


RHEA ANGELIE M. FERNANDEZ
Name of Staff


ROTACIO S. GRAVOSO
Department/Office Head

Approved:


DILBERTO O. FERRAREN
VP - Instruction

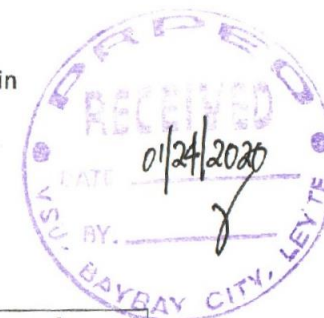
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA ANGELIE M. FERNANDEZ, of the University Review Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period October to December, 2019.

RHEA ANGELIE M. FERNANDEZ
Ratee

Approved:

ROTACIO S. GRAVOSO
Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
1. Efficient and customer-friendly front line service	Zero percent complaint from client served	Entertain Resource Persons (RPs) and answer queries regarding the review schedule with zero complains.	0% complains	0 complaints	5	5	5	5.00	
2. Administrative Services	No. of administrative and financial documents prepared.	Prepare, record and release all financial/ administrative documents.	10	17	5	5	5	5.00	
	No. of payments recorded with no error.	Record all payments made by clients.	75	345	4	4	5	4.33	
	Number of evaluation by topic encoded and summarized.	Encode evaluation by topic and summarize results.	15	54	5	5	5	5.00	

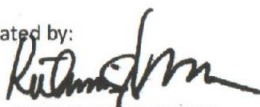
	Number of faculty evaluation services	Conduct evaluation for regular and part time faculty	3 faculty/10 subjects	5 faculty/12 subjects	4	5	5	4.67	
Total Over-all Rating								24	

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.8	
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for
Development Purpose:

Send to training to prepare her for a higher
position.

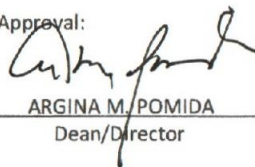
Evaluated & Rated by:



ROTACIO S. GRAVOSO
Dept/Unit Head

Date: _____

Recommending Approval:



ARGINA M. POMIDA
Dean/Director

Date: _____

Approved by:



DILBERTO O. FERRAREN
Vice President

Date: _____

1 - Quality 2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: October-December 2019

Name of Staff: RHEA ANGELIE M. FERNANDEZ

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.	<u>5</u>	4	3	2	1
2. Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12 Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score					
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					
60/ 12					
Average Score					
5.00					

Overall recommendation : Send to training to prepare her for a higher position.


ROTACIO S. GRAVOSO
 Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
/	4th	

Name of Office: UNIVERSITY REVIEW CENTER

Head of Office: ROTACIO S. GRAVOSO

Name of Faculty/Staff: RHEA ANGELIE M. FERNANDEZ Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		October 2019			Agric. review preparation & result administrative matters

Coaching	Unspecified dates				Preparation of modules/review materials; Summary of Resource Person's evaluation
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ROTACIO S. GRAVOSO

Immediate Supervisor

Verified by:


ARGINA M. POMIDA

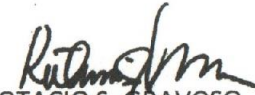
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Administrative and Support Services								
PI 1. Efficient and customer – friendly front line service	1. Entertain Agric. & LET inquiries and reservation with no complains	Rhea Angelie M. Fernandez						
	2. Distributes appointment form	Name of Staff B						
	3. Retirees & Checks supporting documents	Name of Staff B						
	4. Prepares appointment forms	Name of Staff A						
MFO 2. Compliance to RA 9485								
PI 1. Number of Service Rendered to Client	1. Prepares the assessments/ permits of students	Name of Staff C						
	2. Issues assessment	Name of Staff C						
	3. Collects payments from students	Name of Staff D						
	4. Issues Permits	Name of Staff E						

Prepared by:


 ROTACIO S. GRAVOSO
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: RHEA ANGELIE M. FERNANDEZ

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encode evaluation of Agric. resource persons per topic and summarize results	Number of evaluation by topic encoded and summarized	October 2019	December 2019	December 2019	Very satisfactory	Very satisfactory	
2	Conduct faculty evaluation for regular and part-time faculty	Number of faculty evaluation administered	October 2019	December 2019	December 2019	Very satisfactory	Very satisfactory	

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

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

Prepared by:


ROTACIO S. GRAVOSO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

October – December 2019

Name of Employee: FERNANDEZ, RHEA ANGELIE M.

Performance Rating:

Aim:

Proposed Interventions to Improve Performance:

Date: October

Target Date: _____

First Step: Was assigned as Deputy Document and Records Controller

Result: Accepted with a willing heart.

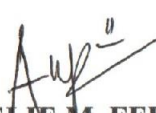
Date: _____ Target Date: _____

Next Step:

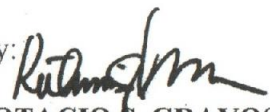
Outcome: Happily doing / performing her new responsibility

Final Step/Recommendation:

Conforme :


RHEA ANGELIE M. FERNANDEZ
Name of Ratee Faculty / Staff

Prepared by:


ROTACIO S. GRAVOSO
Unit Head