

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
(July– December 2017)**

Name of Administrative Staff: **BERNARDITA P. BIBERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (70%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.37	0.70	3.06
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			4.46


TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any:

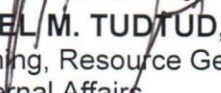
TOTAL NUMERICAL RATING: **4.46**

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

Reviewed by:


BERNARDITA P. BIBERA
Name of Staff


DANIEL M. TUDTUD, JR.
VP for Planning, Resource Generation
& External Affairs

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

6211689
2/8/18

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERNARDITA P. BIBERA, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS 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, 2017.


BERNARDITA P. BIBERA
Ratee

Approved:


DANIEL M. TUVITUD, JR.
Head of Unit




MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
Administrative and Support Services Management Services	Efficient & customer-friendly frontline service Prompt and speedy action of administrative and financial documents	Serve clients with courtesy and friendly service	No complaint	No complaint	5	5	5	5	
		· Prepare documents (draft of memo for preparation of accomplishment report) for VP action	1	1	5	5	5	5	
		· Serve clients immediately and receive the documents submitted for VP action	8	12	4	5	5	5	4.67
Planning, Management and Monitoring Services	IGP Review Facilitated · Number of projects during IGP review facilitated Number of university reports produced within prescribed period	· Consolidate the reports of the different income generating projects (IGPs)	20 IGP reports	25 IGP reports consolidated	4	4	4	4	
		· Physical Report for Operation (Quarterly accomplishments) BAR 2017 · University Physical Plan 2018 (BED)	2 1	2 1	5 5	5 5	5 5	5 5	


	Number of 2017 accomplishment reports submitted by the different units, colleges, centers within prescribed period	<ul style="list-style-type: none"> Produce draft copy of 2016 Annual Report for editing. Produce final copies of 2016 Annual Report for distribution Receive 2017 reports of the different colleges, departments, centers, offices Consolidate available sources for the 2017 Annual Report 	<ul style="list-style-type: none"> Print 2 draft copies Printing Press to print 100 copies of the report 5 reports of the different offices 20 issues of the VSU Obelisk 	<ul style="list-style-type: none"> 1 draft copy Printed copy and submit Received 12 accomplishment reports Consolidated data from 30 issues of Obelisk 	4	4	4	4
Total Over-all Rating								43.67


Average Rating	4.37
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.37
ADJECTIVAL RATING	

Comments and Recommendation for Development Purpose:

Received by: 
TERESITA L. QUINANOLA
 PRPEO
 Date: _____

Calibrated by: 
REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval: 
DANIEL M. TUDTUD, JR.
 VP for PRGEA
 Date: _____

Approved by: 
EDGARDO E. TULIN
 President
 Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2017 – December 2017

Name of Staff: BERNARDITA P. BIBERA

Position: Administrative Officer V

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				
	5	4	3	2	1
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5				
2. Makes self-available to clients even beyond official time	5				
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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4			
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				
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				
7. Keeps accurate records of her work which is easily retrievable when needed.	5				
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4			
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			
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			
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5				
12. Willing to be trained and developed	5				
Total Score	56				

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	4.67				

Overall recommendation : _____


DANIEL M. TODTUD, JR.
 Vice President for Planning, Resource
 Generation, & External Affairs