

Exhibit P

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

Name of Administrative Member: Aniceto D. Tan

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	4.59 x 70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL			4.56

EQUIVALENT NUMERICAL RATING: 4.56

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

ANICETO D. TAN
Name of Faculty

Reviewed by:

ELIEZER L. VELASCO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Aniceto D. Tan, of the Registrar's 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.

ANICETO D. TAN
Ratee,

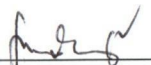
Approved:

ELIEZER L. VELASCO
Head of Unit

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Database management of student records	No. of readmissions, shifting, credentials and other documents filed	Files approved readmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	118	465	5	4	4	4.33	
	No. of clearance of students checked and countersigned	Files approved readmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	120	297	5	5	4	4.67	
	No. of records verified	Verification of grades and deficiencies/ INC grades	95	150	4	4	4	4.00	
	No. of students records rearranged/files	Re-arrange students record based on the enrollment list every start of the term	3,150	5,378	4	4	4	4.00	
	No. of record envelopes replaced	Replacing the worn-out/ torn record envelopes with new one	15	25	4	4	4	4.00	
	No. of record transferred to inactive files	Transfer records of students not currently enrolled to inactive files	180	270	5	5	4	4.67	
	No. of completion forms of INC grades issued	Issues completion of forms to students	850	1,300	5	4	5	4.67	
	No. of completion grade report received	Receives and records report of completion grade of students	900	1,000	4	5	4	4.33	
	No. of completion grades posted	Posts completion grades to students records grade sheets, Form 19	980	2,000	5	4	4	4.33	
	No. of reports grades sorted	Sort reports of grades for students and parents	3,600	5,378	5	5	4	4.67	
	No. of copies of grades prepared and mailed	Prepares parents copies of grades for mailing	3,600	5,378	5	5	4	4.67	
	No. of enrolment forms/report of grades filed	Filling in the permanent records the enrolment forms/report of grades	550	700	4	5	4	4.33	
	No. of enrolment form issued	Issuance of enrolment form for readmission	65	140	4	5	4	4.33	
	No. of TOR checked and countersigned	Checks and countersigned Transcript of Records	175	300	4	4	4	4.00	
Student record evaluation	No. of records checked and identified	Checks records and identify inactive students with no Form 137-A/ TOR	75	100	4	5	4	4.33	
Database management student records	No. of diplomas checked	Checking of entries in the diploma of graduating students	400	600	5	5	4	4.67	
	No. of grades printed (by semester)	Printing of Students	125	215	4	5	4	4.33	

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of official list, grade sheets and Form-19 for binding	Prepared the official list, grade sheets and Form-19 for binding	6	9	5	5	4	4.67	
Total Over-all Rating					4.76	4.88	4.29	4.65	
Average Rating (Total Over-all rating divided by 4)					Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.59					
ADJECTIVAL RATING				VS					

Received by:


Planning Office

Date: _____

Calibrated by:


PMT

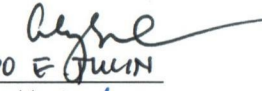
Date: _____

Recommending Approval:


BEATRIZ S. DELONIAS PhD
Vice President

Date: _____

Approved by:


EDGARDO E. JUIN
President

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1- June 30, 2016

Name of Staff: Aniceto D. TanPosition: Admin. 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.

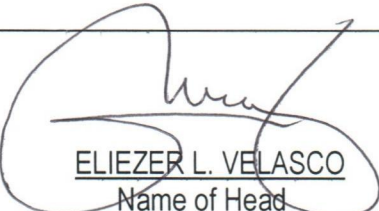
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

PART 1

A. Commitment (both for subordinates and supervisors)	Scale				
	5	4	3	2	1
1. Demonstrates sensitivity to clients' 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 the 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					54

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					

Overall recommendation: _____


ELIEZER L. VELASCO
 Name of Head