

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

Name of Administrative Staff: **ARTURO B. ALBA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.85


TOTAL NUMERICAL RATING: **4.85**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.85**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA ROBERTA S. MIRAFLOR
 Administrative Officer I

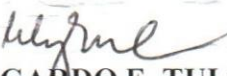
Reviewed by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2017Name of Staff: ARTURO B. ALBA, JR.Position: ADMINISTRATIVE AIDE I

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		60		

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 5.0				

Overall recommendation : _____



REMBERTO A. PATINDOL

Name of Head

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO B. ALBA, JR., of the Office of the Vice President for Administration & Finance commits to deliver and agree to the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.


ARTURO B. ALBA, JR.
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Approved: 
REMBERTO A. PATINDOL
 Head of Unit

MFOs & PAPs	Project/Activity	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Receiving, processing, and recording of financial and administrative documents coming in and out of OVPAF	T1. Recording in the logbook of financial and administrative documents coming in of OVPAF	350	360	102.9%	5	4	5	4.67	
		T2. Recording in the logbook of financial and administrative documents going out from OVAF	350	400	114.3%	5	4	5	4.67	
		T3. Processing of routine administrative and financial documents within administration building	200	250	125.0%	5	5	4	4.67	
	A3. Documents Filing	T1. Sorting/consolidating of documents	120	150	125.0%	5	4	4	4.33	
		T2. Filing/binding of documents	10	10	100.0%	5	5	5	5.00	
	A4. Frontline Services	T1. Photocopying of various documents such as, memorandum and other supporting documents	200	250	125.0%	5	4	4	4.33	
		T2. Entertains queries to walk-in clients and employees	zero complaint	zero complaint	100.0%	5	5	5	5.00	
		T3. Serves snacks during meetings	100% completed	100% completed	100.0%	5	5	5	5.00	
		T4. Promptly attends to phone calls & telefax	zero complaint	zero complaint	100.0%	5	4	5	4.67	
	A5. Office Maintenance	T1. Cleaning office & surroundings of Budget Office, Finance Office, and Cash Office	100% completed	100% completed	100.0%	5	5	5	5.00	
T2. Watering of Plants		100% completed	100% completed	100.0%	5	5	5	5.00		
T3. Opening & closing doors & windows in office & Conference Room		100% completed	100% completed	100.0%	5	5	5	5.00		
Total Overall Rating									57.33	

Average Rating (Total Over-all rating divided by # of entries)		4.78	Comments & Recommendations for Development Purpose:
Additional Points:		0.00	
Punctuality		0.00	
Approved Additional pts (with copy of approval)		0.00	
FINAL RATING		4.78	
ADJECTIVAL RATING		OUTSTANDING	

Received by: JERESITA L. QUINANOLA Head, PRPEO Date: _____
 Calibrated by: REMBERTO A. PATINDOL PMT Chairman Date: _____
 Recommending Approval: REMBERTO A. PATINDOL Vice President for Admin. & Finance Date: _____
 Approved by: EDUARDO E. TULIN President Date: _____