Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January 1 - June 30, 2016)

Name of Administrative Staff:

DALISAY F. ANDRES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.91	4.91 x 70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	4.29 x 30%	1.29
	TOTAL NUI	MERICAL RATING	4.73

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

AY F. ANDRES

Name of Staff

MOISES NEIL V. SERIÑO Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN

President de

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

accordance with the indicated measures for the period January 1 - June 30, 2016. I, DALISAY F. ANDRES, of the Department of Economics commits to deliver andagree to be rated on the attainment of the following targets in

LISAY F. ANDRES

Approved:

MOISES NEIL V. SERIÑO
Head of Unit

																								SERVICES	SERVICES	SINDORT	ADMINISTRATIVE	MFO & PAPs
No. or PKS prepared	No. or contracts/Appointments prep.	No. of Application of Leave Prep.	No. or payrolls prepared	No. of Dinycon prepared	No. of certificate of Travel Completed	No. of fortificate of Tennel Comments	No. of IO's prepared	No. of RIS prepared	No. of trip tickets prepared	Average Rating	No. of pages printed	No. of emails downloaded and filed	No. of documents retrieved & issued	No. of pages electronically filed	No. of records updated	No. of consolidated/bound files	No. of communications/doc. Recorded	Jacobs Jacobs	No. of pages of documents printed	No. of pages of documents encoded	Average Rating	No. of staff cleared	No. of copies of doc, Issues	No. of Certification	No. of CA Issued	No. of pro-forma letters	No of the forms latter	Success Indicators
							Forms	Standard Government	Preparation of						Management	Records	Information and			Secretariat Work				Correspondence	Policies/Issuances/	Preparation of		Tasks Assigned
5	ω	15	3	35	6	6	20	6	ω		165	50	45	22	5	4	20		200	250		2	12	10	6	6		Target
14	5	36	6	50	10	10	40	15	6		475	82	75	60	15	12	60		450	375		ω	25	21	10	13	Accomp.	Actual
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Ŋ	4.7	5	5	4.9	∞	4	5	5	5		5	4.7	4.8	4.8	4.6	5	5		5	4.7		5	4.7	4.5	5	5	E2	Ra
5	4.7	5	5	4.9	∞	4	5	5	5		5	4.7	4.8	4.8	4.6	5	5		5	4.7		5	4.7	4.5	5	5	Т3	Rating
5.00	4.70	5.00	5.00	4.90	8.00	4.00	5.00	5.00	5.00		5.00	4.70	4.80	4.80	4.60	5.00	5.00		5.00	4.70		5.00	4.70	4.50	5.00	5.00	A4	
																												Remarks

Total Over-all Rating	Average Rating	No. of committees assigned & complied	No. of documents sorted/collated	Average Rating	No. of handouts distributed to students	No. of PMS-OPES prepared	No. of Classroom Utilization	No. of Faculty Performance monitored No. of Classroom Utilization prepared	No. of Individual Fac. Workload prep. No. of Faculty Performance monitored No. of Classroom Utilization prepared	No. of Individual Fac. Workload prepared No. of Faculty Performance monitore No. of Classroom Utilization prepared	No. of Projected Workoad prepared No. of Actual Teaching Load prepared No. of Individual Fac. Workload prep. No. of Faculty Performance monitored No. of Classroom Utilization prepared	No. of Projected Workoad No. of Actual Teaching Loa No. of Individual Fac. Wor No. of Faculty Performanc No. of Classroom Utilizatic	No. of meetings/seminars/trainings/ workshops & Conferences Attended Average Rating No. of Projected Workoad prepared No. of Actual Teaching Load prepare No. of Individual Fac. Workload prep No. of Faculty Performance monitors No. of Classroom Utilization prepare	No. of meetings/seminars workshops & Conferences Average Rating No. of Projected Worksad No. of Actual Teaching Loa No. of Faculty Performanc No. of Classroom Utilizatic	consolidated/Program Status Report Average Rating No. of meetings/seminars/trainings/ workshops & Conferences Attended Average Rating No. of Projected Workoad prepared No. of Actual Teaching Load prepared No. of Faculty Performance monitore No. of Classroom Utilization prepared	No. of APP prepared No. of Annual Report encoded and consolidated/Program Status Repo Average Rating No. of meetings/seminars/trainings workshops & Conferences Attende Average Rating No. of Projected Workoad prepared No. of Actual Teaching Load prepared No. of Faculty Performance monito No. of Classroom Utilization prepared	No. of APP prepared No. of APP prepared No. of Annual Report ence consolidated/Program Sta Average Rating No. of meetings/seminars workshops & Conferences Average Rating No. of Projected Workoad No. of Actual Teaching Loa No. of Faculty Performanc No. of Classroom Utilizatic	No. of PDS prepared. Average Rating No. of APP prepared No. of Annual Report ence consolidated/Program Sta Average Rating No. of meetings/seminars workshops & Conferences Average Rating No. of Projected Workoad No. of Actual Teaching Lo. No. of Faculty Performance No. of Classroom Utilizatic	No. of claims/reimbursements prep. No. of PDS prepared. Average Rating No. of APP prepared No. of Annual Report encoded and consolidated/Program Status Report Average Rating No. of meetings/seminars/trainings/ workshops & Conferences Attended Average Rating No. of Projected Workoad prepared No. of Faculty Performance monitore No. of Classroom Utilization prepared
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		Other Services								Support Services	Involvement in Teaching Support Services	nent in Teaching port Services	Attendance to meetings/ seminars/ trainings/ workshops & Conferences Involvement in Teaching Support Services	rainings/ workshop Conferences nent in Teaching port Services	Reports nce to meetings/ rrainings/ workshop Conferences nent in Teaching port Services	Preparation of Plans and Reports Attendance to meetings/ ninars/ trainings/ workshop & Conferences Involvement in Teaching Support Services	Reports Reports nce to meetings/ rrainings/ workshop Conferences ment in Teaching port Services	Reports Reports conferences ment in Teaching port Services	tion of Plans and Reports Reports/ nce to meetings/ rrainings/ workshop Conferences ment in Teaching port Services
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	4.5	4.7	5		5	4.8	4.8	4.5 4.8	4.5 4.8	5 4.5 4.8	5 5 4.5 4.8	5 5 4.5	5 5 4.5	4.8	5 5 4.5	5 5 5 4.8 4.8 4.8	4.8 5 5 4.8 4.8	4.7 4.8 4.8 5 5 5 4.5 4.8	4.5 4.7 4.7 5 5 5 5 4.8
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106 30	4.50	4.70	5.00		5.00	4.80	4.80	4.50 4.80	5.00 4.50 4.80	5.00 5.00 4.50 4.80	5.00 5.00 5.00 4.50 4.80	5.00 5.00 5.00 4.50 4.80	5.00 5.00 5.00 5.00 4.50	5.00 5.00 5.00 5.00 4.50 4.80	5.00 5.00 5.00 5.00 5.00 4.50 4.80	4.80 5.00 5.00 5.00 5.00 5.00 4.50 4.80	4.80 5.00 5.00 5.00 5.00 4.50 4.80	4.70 4.80 5.00 5.00 5.00 5.00 5.00 4.50 4.80	4.50 4.70 4.80 5.00 5.00 5.00 5.00 4.50 4.80

Received by:

FINAL RATING

Approved Additional Points (with copy of approval)

ADJECTIVAL RATING

Average Rating (Total Over-all Rating Divided by)

Additional Points:

Punctuality

F Planning Office

Calibrated by:

Recommending Approval:

Outstanding

Comments & Recommendations for Development Purpose:

4.91

Approved by:

President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1- June 30, 2016

Name of Staff: DALISAY F. ANDRES

Position: Administrative Aide VI

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 stated elivers 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								

	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	43	3	2	1			
2.	Makes self-available to clients even beyond official time	5	1	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		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	1	3	-	_				