

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)
1. Numerical Rating per IPCR	4.91	4.91 x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	4.29 x 30%	1.29
TOTAL NUMERICAL RATING			4.73


TOTAL NUMERICAL RATING: **4.73**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.73**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


DALISAY F. ANDRES
Name of Staff

Reviewed by:


MOISES NEIL V. SERINO
Department/Office Head

Recommending Approval:


Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit"

I, **DALISAY F. ANDRES**, of the Department of Economics 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 - June 30, 2016.


DALISAY F. ANDRES
Ratee

Approved: **MOISES NEIL V. SERINO**
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accompl.	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/Correspondence	6	13	5	5	5	5.00	
	No. of CA issued		6	10	5	5	5	5.00	
	No. of Certification		10	21	4.5	4.5	4.5	4.50	
	No. of copies of doc. Issues		12	25	4.7	4.7	4.7	4.70	
	No. of staff cleared		2	3	5	5	5	5.00	
	Average Rating								
	No. of pages of documents encoded	Secretariat Work	250	375	4.7	4.7	4.7	4.70	
	No. of pages of documents printed		200	450	5	5	5	5.00	
	Average Rating								
	No. of communications/doc. Recorded	Information and Records Management	20	60	5	5	5	5.00	
	No. of consolidated/bound files		4	12	5	5	5	5.00	
	No. of records updated		5	15	4.6	4.6	4.6	4.60	
	No. of pages electronically filed		22	60	4.8	4.8	4.8	4.80	
	No. of documents retrieved & issued		45	75	4.8	4.8	4.8	4.80	
	No. of emails downloaded and filed	Preparation of Standard Government Forms	50	82	4.7	4.7	4.7	4.70	
	No. of pages printed		165	475	5	5	5	5.00	
	Average Rating								
	No. of trip tickets prepared	Preparation of Standard Government Forms	3	6	5	5	5	5.00	
	No. of RIS prepared		6	15	5	5	5	5.00	
	No. of TO's prepared		20	40	5	5	5	5.00	
	No. of Itinerary of Travel Prepared		6	10	4	4	4	4.00	
	No. of Certificate of Travel Completed		6	10	8	8	8	8.00	
	No. of DTR/CSR prepared		35	50	4.9	4.9	4.9	4.90	
	No. of payrolls prepared		3	6	5	5	5	5.00	
	No. of Application of Leave Prep.		15	36	5	5	5	5.00	
	No. of Contracts/Appointments prep.		3	5	4.7	4.7	4.7	4.70	
	No. of PRs prepared		5	14	5	5	5	5.00	

	No. of Vouchers prepared		6	25	4.6	4.6	4.6	4.6	4.60	
	No. of claims/reimbursements prep.		3	7	4.5	4.5	4.5	4.5	4.50	
	No. of PDS prepared.		1	2	4.7	4.7	4.7	4.7	4.70	
	Average Rating									
	No. of APP prepared	Preparation of Plans and Reports	3	9	4.8	4.8	4.8	4.8	4.80	
	No. of Annual Report encoded and consolidated/Program Status Report		1	2	5	5	5	5	5.00	
	Average Rating									
	No. of meetings/seminars/trainings/workshops & Conferences Attended	Attendance to meetings/seminars/ trainings/ workshops & Conferences	2	4	5	5	5	5	5.00	
	Average Rating									
	No. of Projected Workload prepared	Involvement in Teaching Support Services	6	19	5	5	5	5	5.00	
	No. of Actual Teaching Load prepared		2	3	5	5	5	5	5.00	
	No. of Individual Fac. Workload prep.		7	11	5	5	5	5	5.00	
	No. of Faculty Performance monitored		6	9	4.5	4.5	4.5	4.5	4.50	
	No. of Classroom Utilization prepared		3	5	4.8	4.8	4.8	4.8	4.80	
	No. of PMS-OPES prepared		3	11	4.8	4.8	4.8	4.8	4.80	
	No. of handouts distributed to students		500	725	5	5	5	5	5.00	
	Average Rating									
	No. of documents sorted/collated	Other Services	650	3500	5	5	5	5	5.00	
	No. of committees assigned & complied		2	3	4.7	4.7	4.7	4.7	4.70	
	No. of hours rendered for committee		8	10	4.5	4.5	4.5	4.5	4.50	
	Average Rating									
	Total Over-all Rating								196.30	
Average Rating (Total Over-all Rating Divided by)			4.91							
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING			Outstanding							

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1- June 30, 2016Name of Staff: DALISAY F. ANDRESPosition: 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 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		5	4	3	2	1

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