

Annex P

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

Rating Period: JANUARY TO JUNE 2016

Name of Administrative Staff: MIRIAM M. DE LA TORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>


TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

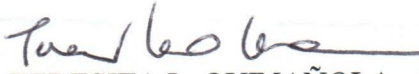
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:

  
MIRIAM M. DE LA TORRE  
Name of Staff



Reviewed by:

  
TERESITA L. QUINAÑOLA  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:


  
EDGARDO E. TULIN  
President 

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of the Personnel Records and Performance Evaluation 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**.

  
**MIRIAM M. DE LA TORRE**  
Ratee

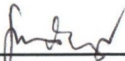
Approved:

  
**TERESITA L. QUINANOLA**  
Head of Unit

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<b>MIRIAM M. DE LA TORRE</b>	<b>Average Rating :</b>		<b>4.92</b>	Comments & Recommendations for Development Purposes:
	<b>Additional Points:</b>			
	<b>Punctuality</b>			
	<b>Approved Additional points (with copy of approval)</b>			
	<b>FINAL RATING</b>		<b>4.92</b>	
	<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>	

Received by:

  
\_\_\_\_\_  
PRPEO

Date: \_\_\_\_\_

Calibrated by:

  
\_\_\_\_\_  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval:

  
\_\_\_\_\_  
**REMBERTO A. PATINDOL**  
Vice President

Date: \_\_\_\_\_

Approved by:

  
\_\_\_\_\_  
**EDGARDO E. TULIN**  
President 

Date: \_\_\_\_\_



# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016

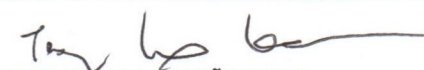
Name of Staff: MIRIAM M. DE LA TORRE Position: Administrative Officer III

**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 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		59				
Average		4.92				

Overall recommendation :

  
TERESITA L. QUIÑANOLA  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

Attend Trainings

Result:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

*Teresita L. Quinanola*  
**TERESITA L. QUINANOLA**  
Unit Head