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
Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92	30%	1.48
	4.92		

TOTAL NUMERICAL RATING:

4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MIRIAM M. DE LA TORRE

Name of Staff

TERESITA L. QUINAÑOLA

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President /



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.

Approved:

TERESITA L. QUINANOLA

	Ratee			n "		H	lead o	f Unit	
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Service	es Management							7	
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
Personnel Development and Mana	agement						/		
Psychological exams and skills test coordination	No. of psychological exams & skills test	Coordinates conduct of written psychological exams& skills test for clerks, drivers and security guards	1	2	5	5	5	5.00	
Personnel Records Development a	and Management							2 12 15	
Percentage of appointments received, reviewed and recorded	No. of service cards	Prepares of New Service Card for Casual/Contractual Employees and JO Workers	175	244	5	4	4	4.33	
	No. of records	Updates of Service Cards of Casual/Contractual Employees and JO Workers	650	850	5	5	4	4.67	
	No. of appointments	Reviews, countersigns and release sappointments of JO workers	450	590	5	5	5	5.00	
	No. of records	Encodes appointments of JO workers	750	1008	5	5	5	5.00	
	No. of masterlist	Prepares masterlist of JO workers	1	1	5	5	5	5.00	
	No. of PDS	EncodesPDS & Philhealth of JO workers	750	979	5	5	5	5.00	
	No. of appointments	Posts of appointments of faculty & staff with designated positions	85	113	5	5	5	5.00	
Personnel Records and Filing Services	No. of DTR	Checks DTRs of Part-time Instructors	250	320	5	5	5	5.00	
	No. of documents	Prepares travel documents and vouchers	10	14	5	5	5	5.00	
Percentage IPCR submission monitored	Number of submission of IPCRs monitored & followed-up	Monitors IPCR submission by faculty and staff	95%	95%	5	5	5	5.00	
Total Over-all Rating								59.00	

MIRIAM M. DE LA	TORRE	Average Rating :	4.92	Comments & Recommendations for
		Additional Points:		Development Purposes:
		Punctuality		
		Approved Additional points (with copy of approval)	7 . 4	
		FINAL RATING	4.92	
		ADJECTIVAL RATING	Outstanding]
Received by:	Calibrated by:	Recommending Approval:	Approved by:	
PRPEO	REMBERTO A. Chairman,	ATINDOL REMBERTO A. PATINDOL		GARDO E. TULIN President
Date:	Date:	Date:	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)		S	Scale	9	
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				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 coemployees 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		D	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(B)	4	3	2	1
12.	Willing to be trained and developed	5	4	3*	2	1
	Total Score	5	9	z.		

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:	M	
Result:		
Date:	Target Date:	
Next Step:		
Outcome:		
Final Step/Recommendation:		

Prepared by:

TERESITA L. QUINANOLA
Unit Head