

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: ARLIN B. FLANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.17	4.17 x 70%	2.92
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.32
TOTAL NUMERICAL RATING			4.24

TOTAL NUMERICAL RATING: 4.24
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.24

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


ARLIN B. FLANDEZ
Administrative Aide VI


Reviewed by:


FRANCISCO G. GABUNADA, JR
Executive Assistant , OP

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ, of the Internal Audit Service Office (IASO) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2017.


ARLIN B. FLANDEZ
Ratee

Approved:


FRANCISCO G. CAPUNADA JR.
Executive Assistant, DP

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment s of Dec.31,2017	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
6	General Administration Support Services	Number of Internal Control Systems (ICS) evaluated within 45 days from start of review	Assist in the evaluation of Internal Control Systems (ICS)	1	100%	1	4	5	4	4.33	
		Number of Prior years ICS recommendation monitored within 20 days from report	Monitored Prior Years ICS recommendation	1	100%	1	4	4	4	4	
		Number of Best Practices monitored	Inclusion of fund transfer as payment of Accts. Rec. in the project	1	100%	1	4	5	4	4.33	
	Financial Management Services	Number of Monthly IGP/STF Financial Reports verified	Checked financial reports of IGP/STF Projects	210	117%	246	5	4	4	4.33	
			a) Verified financial reports and prepared working papers on the result of review	35	157%	55	4	4	4	4	
		Number of of physical inventory count witnessed within the day	Witnessed the physical inventory	1	100%	1	4	5	4	4.33	

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishments of Dec.31,2017	Details of Accomplishment	Rating				Remarks
	Financial documents processed/GASS	Number of Canvass Papers/Request for Quotation opened, processed and verified within the day	Opened the Request for Quotation of different suppliers and reviews entries reflected on the PR against	305	177%	540	Q1	E2	T3	A4	
	Efficient and customer-friendly assistance	Zero complaint from clients	Received and released RFQ	No complaint	100%	No complaint	4	4	4	4	
	Total Over-all Rating						33	35	32	33.32	
	Average Rating						4.13	4.38	4	4.17	
	Adjectival Rating										

Received by:


TERESITA L. QUINANOLA
PRPEO

Calibrated by:


REMBERTO A. PATINDOL
PMT Chair

Approved by:


EDGARDO E. TULIN
President

- 1-Quality
- 2-Efficiency
- 3-Timeliness
- 4-Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____ July to Dec. 31, 2017 _____
 Name of Staff: _____ Arlin B. Flandez _____ Position: _____ AA 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					
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	75				
Average Score	4.41				

Overall recommendation : _____


 FRANCISCO G. GABUNADA, JR.
 Name of Head