

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

RECEIVED

03 JAN 2018

Name of Administrative Staff : VELMA P. BONTUYAN


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	x 70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	x 30%	1.44
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING : 4.89
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING :
ADJECTIVAL RATING :

Prepared by:

Reviewed by:


VELMA P. BONTUYAN
Supervising Admin. Officer


DANIEL M. TUDTUD, JR.
Vice-President for Planning, Resource
Generation, & External Affairs

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
Chairman, PMT


EDGARDO E. TULIN
President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VELMA P. BONTUYAN** of the Visayas State University, Manila 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 to June 2017.


VELMA P. BONTUYAN
Ratee

APPROVED:


DANIEL M. TUDTUD, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client	Client served	95%	100%	5	5	5	5	
Management Services		1.) Passport, I-Card Student visa & International ticket & travel tax exemption	4	7	5	5	5	5	
		2.) Supervision of three (3) staff	800	928	5	5	5	5	
		3.) Linkages with CHED, Malacañang (PMS), BID, CSC, COA, DA, BAR, UP Diliman, UP Los Banos, PCARRD, DOST, NPO, IPR, NICA, NBI, PASUC	320	451	5	5	5	5	
Administrative & Financial services	Reviewed, approved and signed documents	4.) Disbursement voucher and attached supporting document a.) Purchase Request b.) Acceptance & Inspection report c.) Abstract of quotation d.) Purchase Order	55	74	5	5	4	4.67	

		e) Obligation Request/Budget Utilization Request									
	5.)Checks received, issued, delivered and paid	37	53	5	5	4	4.67				
	6.) Payroll	1	2	5	5	5	5.00				
	7.)Leave Application	8	12	5	5	5	5.00				
	8.) Travel documents	3	5	5	5	5	5.00				
	9) Lodging reports a.)cover letter b.)monthly report of accountable project receipt c.) summary of sales, collections & remittances	4	6	5	5	4	4.67				
	d)list of transient	8	14	5	5	5	5.00				
	10)Canvassing	5	7	5	5	5	5.00				
	11.)Trip tickets signed	90	102	5	5	5	5.00				
	12) Assistance to Research Purchases (Jackfruit Project)	1	2	5	5	5	5.00				
	13) No of Official Receipts checked and reviewed error free	300	373	5	5	5	5.00				
Total Over-all Rating							4.93				

Average Rating (Total Over-all rating)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Excellent

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUIÑANOLA
PRPEO

Date: _____

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

Calibrated by:

REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Recommending Approval:

DANIEL M. TUDTUD, JR.
Vice President, PRGEA

Date: _____

Approved by:

EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: VELMA P. BONTUYAN

Position: Admin Officer V/Supervising Admin. Officer


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				

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		24/5				
Average Score		4.8				

Overall recommendation : _____


 DANIEL M. TUDTUD, JR.
 Vice President, PRGEA