

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VIVIAN V. BALBARINO**, staff of the **OFFICE OF THE UNIVERSITY/BOARD SECRETARY** 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** to **December**, 2017.


VIVIAN V. BALBARINO
Date

Approved:


DANIEL M. TUPUD, JR.
Head of Unit

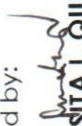
Personnel	Designation	Number
Head	University/Board Secretary	1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
Total		3

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service Meetings Organized and Facilitated	Zero percent complaint from client served		0%	0%	5	NA	NA	5	
	Number of meetings successfully undertaken	Facilitating University and Board meetings	4 meetings	7	5	5	5	5	
	- Board of Regents - University Administrative Council - University Academic Council								
Documents Prepared attendant to Meetings: * Proposals for action	Number of completed documents prepared within 7 working days before scheduled meeting	Preparing agenda (draft) and listing of all items/documents for discussion during BOR/UADCO/UAC meetings	100 items	105	5	5	5	5	
	- Board of Regents - University Administrative Council - University Academic Council								
	Number of completed documents prepared within 7 working days before scheduled meeting	Photocopying/Riso printing Minutes of meetings	2,500 pages/copies	2,620	5	4	4	4.33	
* Minutes of meetings	- Board of Regents - University Administrative Council - University Academic Council								

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Photocopying/Riso printing of materials for distribution to all BOR/UADCO/UAC members	5,000 pages/copies	5,250	5	4	4	4.33	
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes - Board of Regents - University Administrative Council - University Academic Council	Transcribing Minutes of Meetings	175 pages	231	5	5	5	5	
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of meeting In support of the Office of the President (Preparation of documents needed for the CHED Institutional Sustainability Assessment (ISA))	Releasing of approved BOR materials with BOR resolutions	500 copies/pages prepared & released	780	5	4	4	4.33	
Performance of Other Functions Assigned by the President and the Board of Regents	In support of the Office of the President (Preparation of documents needed for the CHED Institutional Sustainability Assessment (ISA)) In support of the OVPPRGEA: For IGP-BOM & Housing Commission - Number of meeting attended - Number of documents received & filed	Preparing documents needed for the ISA	25 pages	32	5	5	5	5.00	
		Facilitating IGP meetings Receiving/filing incoming documents	2 meetings 50 documents	2 60	5 5	4 5	4 5	4.33 5.00	
					50	41	41	47.33	

Average Rating (Total Over-all rating divided by 10)		4.73
Additional Points:		-
Punctuality		-
Approved Additional points (with copy of approval)		4.73
FINAL RATING		Very Satisfactory
ADJECTIVAL RATING		

Received by:  TERESITA L. QUINANOIA
PRPEO

Calibrated by:  REMBERTO A. PATINDOL
PMT Chair

Recommending Approval:  FRANCISCO & GABUNADA, JR.
Executive Assistant

Approved by:  EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY to DECEMBER 2017

Name of Staff: VIVIAN V. BALBARINO Position: ADMIN. OFFICER III

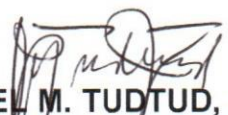
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		55				

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				
		Average Score 4.58				

Overall recommendation : _____


DANIEL M. TUDTUD, JR.
University/Board Secretary

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff : VIVIAN V. BALBARINO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	x 70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	x 30%	1.37
TOTAL NUMERICAL RATING			4.68

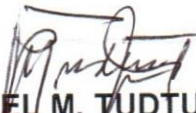
TOTAL NUMERICAL RATING : 4.68
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.68

ADJECTIVAL RATING : **VERY SATISFACTORY**

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President