

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70 %	3.094
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30 %	1.251
TOTAL NUMERICAL RATING			4.345

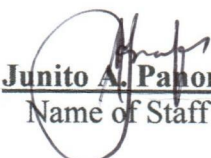
TOTAL NUMERICAL RATING: **4.345**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.345**ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

Reviewed by:


Junito A. Panonce
 Name of Staff


Manolo B. Loreto, Jr.
 Office Head

Recommending Approval:



 Chairman, PMT


Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUNITO A. PANONCE, JR., of the University Student Services 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 July to December, 2016


JUNITO A. PANONCE, JR.
Ratee


MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Development	Number of poor/disadvantaged served by support services for non-academic needs	Interview applicants for Income & Academic B Grant	10	7	2	4	4	3.33	
	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Conducted/Coordinated students' seminars, fora, orientations, jobs fair/job seeking, and conference.	2	5	5	4	5	4.67	Character Enrichment Seminar, Make a Remarkable Knowledge, New Student Orientation, Equal Values, Equal Rights, A Better Learning Experience
	Percentage of referred students/walk-in clients counselled	Individual and group counseling (personal, social; career, etc.)	3%	10%	5	4	5	4.67	
	Percentage of students with academic deficiencies followed-up	Conducted academic follow-up	90%	96%	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Guidance & Counseling Unit	Number of group growth guidance seminars, sessions/activities conducted	Committee Membership in Orientation & other Guidance Activities	2	5	5	4	4	4.33	
	Number of information service-activities conducted	Disseminates information/inquiries; Updates bulletin Boards/fliers	2	3	4	4	5	4.33	
	Number of programs, seminars /forum as resource person	Serve as resource person for programs,seminars and fora	1	2	5	4	5	4.67	
	Percentage of new/referred students conducted, checked and scored psychological tests for vocational counselling	Conducted, checked and scored psychological test of examinees for vocational counselling.	100%	100%	3	4	4	3.67	
Guidance & Counseling Unit	No. of raw scores converted to SAI, Per centile Rank and Stanine	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine	200	570	5	5	4	4.67	
	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	25	8	2	4	4	3.33	
Administrative Support Services	Number of time serving as officer-in-charge of other section	Serves as officer-in-charge of other section	6	16	5	5	5	5.00	
	Number of student clearance signed	Signs clearance of students	50	174	5	5	5	5.00	
Other Accomplishments	Exit Survey conducted and analyze	Conducted Exit Survey and Analyzed	1	1	5	4	4	4.33	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Conduct Clerical, Driver and Security Exam for Employment Purposes	Conducted, checked, scored and convert psychological test results of examinees for Job Placement.	0	81	5	4	5	4.67	
<i>Efficient and customer-friendly frontline service</i>	Zero complaint unattended from clients	Guidance Counselor; Testing Unit In-Charge	0%	0%	5	5	5	5.00	
Total Over-all Rating								66.33	

Average Rating:	4.42
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.42
Adjectival Rating	Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by: _____

Planning Officer

Date: _____

Calibrated by: _____

PMT

Date: _____

Recommending Approval: _____

Vice President

Date: _____

Approved by: _____

President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016Name of Staff: Junito A. PanoncePosition: Guidance Counselor 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	50				
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	4.17				

Overall recommendation : _____



MANOLO B. LORETO JR.

Name of Head