## COMPUTATION OF FINAL INDIVIDUAL RATING

Rating Period:

JANUARY TO JUNE 2017

Name of Administrative Staff:

FLORANTE G. DIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
Supervisor/Head's assessment     of her contribution towards     attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING:

4.93

Add: Additional Approved Points, if any:

4.93

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

FLORANTE G. DIDAL Name of Staff

TERESITA L. QUINAÑOLA

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, 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, 2017 to June 30, 2017

Remarks TERESITA L. QUINANOLA 0.00 4.33 49.33 5.00 2.00 5.00 5.00 5.00 5.00 5.00 5.00 2.00 Head of Unit A 2 2 2 Rating 2 2 2 2 2 2 4 2 2 2 O 2 2 2 2 2 2 2 Approved: pages and 12 PACS with pages and 12 PACS with 18 payrolls with 54 Accomplishment No Complaint 12 pages 1,610 1,000 1,030 4,000 1,393 2,071 150 390 12 payrolls with 36 No Complaint 12 pages **Target** 1,200 1,000 1,550 1,000 650 009 75 350 Encodes contact hours and preparation pay of part-time Proceses, encodes and countersigns leave applications Prepares Payslip of casual/contractual employees and No. of personnel records updated for payroll Encodes deductions of salaries and other benefits of Attends to queries and consultation on personnel No. of payrolls and PACS prepred, reviewed | Prepares payroll for Salaries of casual/contractual of casual/contractual and regular administrative Encodes leave applications to electronic logbook Checks/Scrutinize and encode DTRs of Part-time Stamped documents for authentication Encodes net pay to LBP database/PACS **Tasks Assigned** employees for payroll preparation employees and Part-time faculty instructors encoded Part-time faculty employees Instructors matters fficient & customer friendly frontline | Zero percent complaint from clients served No. of Payslips prepared/generated and No. of contracts of part-time instructors No. of personnel records encoded and No. of leave applications received and No. of DTRs of Part-time Instructors Success Indicator No. of documents stamped for No. of leave applications enerated for PACS Personnel Records Develoipment and Management Administrative and Support Services Management FLORANTE G. DIDAL authentication and released encoded eleased encoded Contract hours, preparation pay of Percentage of DBM/CSC/GSIS/BOR Percentage of CSC/DBM rules and tules and Policies on Employees policies on leave administration part-time instructors encoded MFO & PAPs Compensation and Benefits complied/implemented Total Over-all Rating nplemented

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual	Rating	Remarks
				Accomplishment	$Q^1$ $E^2$ $T^3$ $A^4$	
		Average Rating:		4.93	Comments & Recommendations for	
FLORANTE G. DIDAL		Additional Points:			Development Purposes:	
		Punctuality				
		Approved Additional points (with copy of approval)				
		FINAL RATING		4.93		-0
		ADJECTIVAL RATING		Outstanding		
Received by:	Calibrated by:	Recommending Approval:	Approved by:	d by:		
PRPED	REMBERTO A. PATINDOL Chairman, PMT	TINDOL REMBERTO A. PATINDOL  WIT Vice President		President	Edding.	
Date:	Date:	Date:	Date:			

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: FLORANTE G. DIDAL

Position: Administrative Aide IV

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	<b>Descriptive Rating</b>	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)		5	Scale	е	
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	3	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	<b>(4)</b>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	3	4	3	2	1
12.	Willing to be trained and developed	(5)	.4	3	2	1
	Total Score	59.00			0	

B. I	Leadership & Management (For supervisors only to be rated by higher supervisor)	5.5		Scale	9	
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			4.0	72	

Overall recommendation :

TERESITA L. QUIÑANOLA Head of Office