

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLOR**

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.79 | 4.79 x 70% | 3.35 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.76 | 4.76 x 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.78 |

TOTAL NUMERICAL RATING: **4.78**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.78**

ADJECTIVAL RATING: **OUTSTANDING**

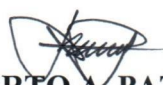
Prepared by:


JOCELYN T. CO
 Admin. Aide VI


Reviewed by:

LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:



EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Director for Finance (ODF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2016.

Approved:


MARIA ROBERTA S. MIRAFLORES
Ratee


LOUELLA C. AMPAC
Director for Finance

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

| MFO & PAPS | Success Indicators | Tasks Assigned | Percentage of Accomplishment as of June 30, 2016 | Details of Actual Accomplishment | Rating | | | | Remarks |
|--|---|---|--|--|--------|-----|-----|------|---------------------------------------|
| | | | | | Q1 | E2 | T3 | A4 | |
| Administrative and Support Services Management | No. of Financial Reports reproduced | Sorted, binded and reproduced budget proposals submitted by different departments/centers/offices/units | 100% accomplished | 20 sets of budget proposals at 300 pages each set photocopied, bounded and produced | 5.0 | 5.0 | 4.0 | 4.67 | 20 sets of 2017 budget proposals |
| | | Sorted, binded and reproduced budget report per NEP for endorsement to the University President for approval | 100% accomplished | 20 sets of budget report per NEP at 195 pages each set photocopied, bounded and produced | 5.0 | 5.0 | 4.0 | 4.67 | 20 sets of 2017 budget report per NEP |
| | No. of reports encoded and submitted online for submission to DBM | 2 online reports (Online Submission of Budget Proposals (OSBP) and Budget Report and Unified Reporting System (URS) | 100% accomplished | Submitted and confirmed OSBP System to DBM within the deadline | 5.0 | 5.0 | 4.0 | 4.67 | 100% encoded and submitted |
| | | Gather data from other offices for the budget proposals and budget reports | 100% | Gathered data from different offices before the submission of budget proposals | 5.0 | 5.0 | 4.0 | 4.67 | 9 offices as source of data |
| | | Consolidate data and submit to DBM, CHED, NEDA, PASUC, Congress and Senate | 95% | Consolidated data for submission to different offices before the deadline | 5.0 | 5.0 | 4.0 | 4.67 | 6 offices |
| | No. of laboratory subjects allocated by office/department | Segregated by office/ department per units/no. of students/lab fees | 100% accomplished | 595 subjects (2nd sem and Summer) | 5.0 | 5.0 | 5.0 | 5.00 | 595 subjects (2nd sem and Summer) |


| MFO & PAPS | Success Indicators | Tasks Assigned | Percentage of Accomplishment as of June 30, 2016 | Details of Actual Accomplishment | Rating | | | | Remarks |
|--|--|--|--|---|----------------|----------------|----------------|----------------|---|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | No. of reports submitted on time | Generated reports for budget allocation and obligation monitoring | 90% of reports generated | 6 monthly reports, 2 quarterly, 1 semi-annual reports generated | 5.0 | 5.0 | 4.0 | 4.67 | 6 monthly reports, 2 quarterly, 1 semi-annual reports generated |
| | | Encoded/submitted financial reports per advisory from DBM, CHED, PASUC, NEDA, AO Secretariat and other agencies | 100% | 45 reports submitted upon deadline | 5.0 | 5.0 | 4.0 | 4.67 | 45 reports submitted |
| | No. of Approved Budgetary Allocation to Departments/Offices/ Centers/Units encoded and distributed | Encoded and distributed budgetary allocation of diff. depts./Offices/ Centers/Units based on GAA and STF augmentation | 100% accomplished | 97 budgetary allocations released on time | 5.0 | 5.0 | 5.0 | 5.00 | 97 Budgetary Allocation released on or before the 2nd week of January |
| | No. of documents/ vouchers prepared for processing | Prepared documents for travel, APPs, PRs, reimbursements, liquidations, OIC letters and finalizes individual and office performance report within deadline | 100% | 150 documents prepared within deadline | 5.0 | 5.0 | 5.0 | 5.00 | 150 documents prepared |
| | No. of meetings (BAC, LSU-ADPA COMELEC, ISO) | Participates on meetings | 35 meetings attended/participated | 100% | 5.0 | 5.0 | 5.0 | 5.00 | 35 meetings attended/participated |
| Total Over-all Rating | | | | | 55 | 55 | 48 | 52.67 | Comments & Recommendations for Development Purpose: |
| Average Rating (Total Over-all rating divided by # of entries) | | | | | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | 4.79 | | | | |
| ADJECTIVAL RATING | | | | | Outstanding | | | | |

Received by:

Calibrated by:

Recommending Approval:

Approved:



 FREDE M. P. L. SORIA

 Planning Office



 REMBERTO A. PATINDOL

 Chairman, PMT



 REMBERTO A. PATINDOL

 VP for Admin. & Finance



 EDGARDO E. TULIN

 President

Date: _____

 1 - quality

 2 - efficiency

 3 - timeliness

 4 - average

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 1 – JUNE 30, 2016Name of Staff: Maria ROBERTA S. MIRAFLOREPosition: ADMIN. ASST. 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 | 57 | | | | |
| 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 | | | | |
| Average Score | 4.76 | | | | |

Overall recommendation *possess good interpersonal relationship w/ peers/clients*

Lhan-ampac
LOUELLA C. AMPAC
 Name of Head