

Exhibit P

COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR
ADMINISTRATIVE STAFF

Name of Administrative Member: Aniceto D. Tan

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	4.65 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.39
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: OUTSTANDING

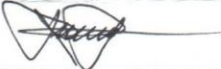
Prepared by:

ANICETO D. TAN
Name of Faculty

Reviewed by:

ELIEZER L. VELASCO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Aniceto D. Tan, of the Registrar's 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.


ANICETO D. TAN
Ratee

Approved:


ELIEZER L. VELASCO
Head of Unit


MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Database management of student records	No. of readmissions, shifting, credentials and other documents filed	Files approved readmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	118	177	4	5	5	4.67	
	No. of clearance of students checked and countersigned	Files approved readmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	120	180	5	5	4	4.67	
	No. of records verified	Verification of grades and deficiencies/ INC grades	95	142	4	5	4	4.33	
	No. of students records rearranged/files	Re-arrange students record based on the enrollment list every start of the term	3,125	4,687	4	5	4	4.33	
	No. of record envelopes replaced	Replacing the worn-out/ torn record envelopes with new one	13	20	4	4	4	4.00	
	No. of record transferred to inactive files	Transfer records of students not currently enrolled to inactive files	175	263	5	5	4	4.67	
	No. of completion forms of INC grades issued	Issues completion of forms to students	835	1,252	5	4	5	4.67	
	No. of completion grade report received	Receives and records report of completion grade of students	875	1,313	5	5	4	4.67	
	No. of completion grades posted	Posts completion grades to students records grade sheets, Form 19	950	1,425	4	4	4	4.00	
	No. of reports grades sorted	Sort reports of grades for students and parents	3,500	5,250	4	5	4	4.33	
	No. of copies of grades prepared and mailed	Prepares parents copies of grades for mailing	3,500	5,250	5	5	4	4.67	
	No. of enrolment forms/report of grades filed	Filling in the permanent records the enrolment forms/report of grades	525	788	4	5	4	4.33	
	No. of enrolment form issued	Issuance of enrolment form for readmission	55	83	4	5	4	4.33	
	No. of TOR checked and countersigned	Checks and countersigned Transcript of Records	175	263	4	4	4	4.00	
Student record evaluation	No. of records checked and identified	Checks records and identify inactive students with no Form 137-A/ TOR	75	100	4	5	4	4.33	
Database management student records	No. of diplomas checked	Checking of entries in the diploma of graduating students	400	600	5	5		4.67	
	No. of grades printed (by semester)	Printing of Students	125	188	4	4	4	4.00	

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
	No. of official list, grade sheets and Form-19 for binding	Prepared the official list, grade sheets and Form-19 for binding	6	10	Q ¹	E ²	T ³	A ⁴	
					4	5	4	4.33	
Total Over-all Rating					4.59	5.00	4.35	4.65	
Average Rating (Total Over-all rating divided by 4)									
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
4.65									
FINAL RATING									
ADJECTIVAL RATING									
Outstanding									
Comments & Recommendations for Development Purpose:									

Received by:  JERESITA L. QUIÑANOLO
PRPEO

Calibrated by:  REMBERTO A. PATINDOL
PMT Chair

Recommending Approval:  BEATRIZ S. BELONIAS
Vice President for Instruction

Approved by:  EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness

Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1- June. 31, 2017

Name of Staff: Aniceto D. TanPosition: Admin. Aide 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.

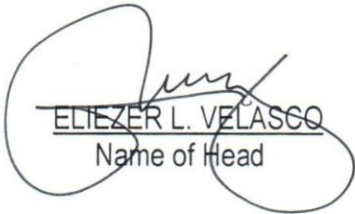
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

PART 1

A. Commitment (both for subordinates and supervisors)		Scale -				
		5	4	3	2	1
1. Demonstrates sensitivity to clients' 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 the 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		54				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					

Overall recommendation: _____


ELIEZER L. VELASCO
Name of Head