

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDERLINA S. DIANO

| Particulars<br>(1)                                                                                        | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.88                    | 4.88 x 70%                      | 3.41                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.66                    | 4.66 x 30%                      | 1.40                                    |
| TOTAL NUMERICAL RATING                                                                                    |                         |                                 | 4.81                                    |

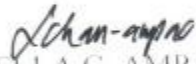
TOTAL NUMERICAL RATING: 4.81  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
MARIA TERESA A. CRUZ  
 Accountant II

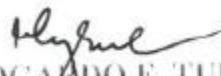
Reviewed by:

  
LOUELLA C. AMPAC  
 Director, FMO

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
 Resident

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDERLINA S. DIANO, of the Budget 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 to June 30, 2017.



EDERLINA S. DIANO

Ratee

Approved:



MARIA TERESA A. CRUZ

Head of Unit

Recommending Approval:



LOUELLA C. AMPAC

Director for Finance

| MFO & PAPs                                                     | Success Indicators                                                                                             | Tasks Assigned                                                                                                                                                  | Target                                                                                              | Percentage of Accomplishment as of June 30, 2017 | Details of Actual Accomplishment                           | Rating                                              |                |                |                | Remarks |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|----------------|----------------|----------------|---------|
|                                                                |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            | Q <sup>1</sup>                                      | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Certified Financial Documents/Reports                          | Number of transaction recorded/encoded right after receipt of documents, error free                            | Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under General Fund & IGP Accts. To BAOM                                                   | 5500 documents:                                                                                     | 123%                                             | 6797 documents                                             | 5                                                   | 5              | 4              | 4.67           |         |
|                                                                | Number of sub-allotment & projects controlled 2 days upon receipt, error free & posting & filing               | Controls office/center/dept sub-allotment under General Fund and encode to Registry of Receipts & Obligations Subsidiary Ledger                                 | 5000 documents encoded & posted to the BAOM & Subsidiary Ledger                                     | 109%                                             | 5493 documents                                             | 5                                                   | 5              | 5              | 5.00           |         |
|                                                                | Number of documents obligated, 2 days upon receipt, error free                                                 | Obligates vouchers,purchase orders and payrolls and files OBR/BUR & vouchers copy under Fund 101                                                                | 4,253 General Fund documents                                                                        | 102%                                             | 4, 373 documents: GF                                       | 5                                                   | 5              | 4.8            | 4.92           |         |
|                                                                | Number of documents earmarked, 2 days upon receipt, error free                                                 | Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 101.                                                             | General Fund = 1050                                                                                 | 109%                                             | General Fund =1,151 documents                              | 5                                                   | 5              | 5              | 5.00           |         |
| Administrative Support services and Management                 | Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free | Prepares monthly, Quarterly & year-end status of funds under Fund 101 & status of obligations to all offices/dept. center concerned quarterly and AACCLUP data. | 40 Registry of Allotment & Obligations monthly & 100 offices , center for quarterly Status of funds | 142%                                             | 50 RAO's monthly & quarterly 150 reports & Status of funds | 5                                                   | 5              | 4              | 4.67           |         |
|                                                                | Efficient & customer-Friendly Frontline Service                                                                | Entertain clients and observe no noon break policy                                                                                                              | Zero percent complaint from clients served                                                          | 100%                                             | Zero percent complaint                                     | 5                                                   | 5              | 5              | 5.00           |         |
| Total Over-all Rating                                          |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            | 30                                                  | 30             | 28             | 29             |         |
| Average Rating (Total Over-all rating divided by # of entries) |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  | 4.88                                                       | Comments & Recommendations for Development Purpose: |                |                |                |         |
| Additional Points:                                             |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            |                                                     |                |                |                |         |
| Punctuality                                                    |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            |                                                     |                |                |                |         |
| Approved Additional points (with copy of approval)             |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            |                                                     |                |                |                |         |
| FINAL RATING                                                   |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  | 4.88                                                       |                                                     |                |                |                |         |
| ADJECTIVAL RATING                                              |                                                                                                                |                                                                                                                                                                 |                                                                                                     |                                                  |                                                            |                                                     |                |                |                |         |

Received by:



R. L. GUINANDOLA

PRPEO

Recommending Approval:



REMBERTO A. PATINDOL

V P for Admin & Finance

Approved:



EDGARDO E. TULIN

President

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 1 – JUNE 30, 2017Name of Staff: EDERLINA S. DIANOPosition: ADMIN. 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.

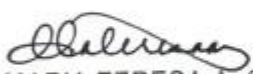
| Scale | Descriptive Rating | Qualitative Description                                                                                                                                                   |
|-------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                                                                                  |       |   |   |   |   |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>                                                                                                                                | 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                                                                                                                                                                                                                  | 56    |   |   |   |   |
| Average Score                                                                                                                                                                                                                | 4.66  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**ANITA G. GODOY**  
 Name of Head  
 Jan 1 – May 15, 2017

  
**MARIA TERESA A. CRUZ**  
 Name of Head  
 (May 16-June 30, 2017)