

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: FE C. CALUNANGAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.81	4.81x 70%	3.38
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.32
TOTAL NUMERICAL RATING			4.70


TOTAL NUMERICAL RATING: 4.70
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


 FE C. CALUNANGAN
 AA III


Reviewed by:


 CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

I, **Fe C. Calunangan**, of the **Cash Division** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2018**

Fe C. Calunangan
FE C. CALUNANGAN
Ratee

Approved: *Corazon U. Nuevo*
CORAZON U. NUEVO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	5	5.00	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Prepared Report of daily collections of fund 164 STF	65	132	5	4.5	4.5	4.67	
		Encoded the daily income for 101 Refund, VSU Hospital, PCC, Senior High School, Fund 161 and 101 TRUST	25	36	5	5	4.5	4.83	
		Segregated, consolidated & bounded official receipts Attached validated deposit slips w/ corresponding report.	10,000	13,000	5	5	4.5	4.83	
		Retrieved duplicate copies of official receipt as requested by the students.	20	60	5	5	5	5.00	
		Prepared report of monthly collection of documentary stamps.	6	6	5	5	4	4.67	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received and receipted income of the university during peak season and in the absence of incharge.	300	475	5	4.5	5	4.83	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Immediate response of claims inquiry	100%	100%	5	5	4	4.67	
Total Over-all Rating									38.50

Average Rating (Total Over-all rating divided by 8)		4.81
Additional Points:	Punctuality	
	Approved additional points(with copy of approval)	
FINAL RATING		4.81
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Needs training to boost her interest in different fields of job to be assigned.

Evaluated & Rated by:

Corazon U. Nuevo
CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance
Date:

Approved by:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice President
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 - Dec. 31/18
 Name of Staff: FE C. CACAPANGAN Position: _____

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. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)						
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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		57				
Average Score		4.41				

Overall recommendation : _____



 CORAZON U. NUEVO
 Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: FE C. CALUNANGAN

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & receipted university income during enrollment & as requested in the absence of the CO	During enrollment & as requested	Within the day	Immediately responded the request of the Head of Office. During the whole duration of enrollment	Impressive	VS	
2	Prepared & generated ROC fund 164	Daily	10 th day of the following month	5 th day of the following month	Impressive	VS	
3	Encoded & generated ROC of PCC, Hospital, 161, SH & 101T	Daily	10 th day of the following month	5 th day on the following month	Impressive	VS	
4	Prepared & generated Summary of Collection of all funds	Daily	10 th day of the following month	5 th day of the following month	Impressive	VS	

5	Prepared & generated monthly collection for documentary stamp	10 th day of the following month	5 th day of the following month	5 th day of the following month	Impressive	VS	
6	Sorted , bounded and submitted Official receipts together with the reports.	Daily	10 th day of the month	5 th day of the month	Impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FE C. Calunangan
Performance Rating: _____

Signature: _____

Aim: To be more responsible in accepting task assigned

Proposed Interventions to Improve Performance:

Date: _____ Target Date: July - Sept. /18

First Step: Coaching & Monitoring. Motivation to
Accept Other Task

Result: Boost her confidence

Date: _____ Target Date: Oct. - Dec. /18

Next Step: Send her to Training/seminar

Outcome: Improved & more responsible

Final Step/Recommendation:

Deserving to be a regular/permanent position

Prepared by:

Corazon U. Nuevo
Unit Head

Conforme:

FE C. Calunangan
FE C. CALUNANGAN
Name of Ratee