

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: NORIETA B. BUSTILLO


| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 17. Numerical Rating per IPCR | 4.90 | 4.90 x 70% | 3.43 |
| 18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 4.83x 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.88 |

TOTAL NUMERICAL RATING: 4.88Add: Additional Approved Points, if any: 0.00TOTAL NUMERICAL RATING: 4.88ADJECTIVAL RATING: OUTSTANDING


Prepared by:


SANDRA C. TIUA
Administrative Assistant III

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NORIETA B. BUSTILLO**, of the Accounting 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 July 1 to Dec. 31, 2016


NORIETA BUSTILLO

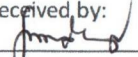
Ratee


Approved:



ERLINDA S. ESGUERRA

Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | 2016 Target | Percentage of Accomplishment July-Dec, 2016 | Details of Accomplishment | Rating | | | | Remarks |
|--|--|--|-------------|---|---------------------------|--|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Bookkeeping Services | No. of quarterly and yearend reports j prepared within mandated time | Prepares financial reports, schedule of liquidation and accounts payable | 150 | 124% | prepared 187 reports | 5 | 5 | 4 | 4.67 | |
| Processing Services | No. of accounts posted under Other Payable and Trust Liabilities | Maintains subsidiary ledgers for other Payables and Trust Liabilities accounts | 800 | 110% | posted 885 transactions | 5 | 5 | 4 | 4.67 | |
| | No. of projects controlled and monitored | Controls projects releases funded by PCARRD, DOST, DA BAR and CHED | 25 | 108% | controlled 27 projects | 5 | 5 | 5 | 5.00 | |
| | No. of projects controlled and monitored | Controls and monitors other Payables and trust liabilities accounts | 148 | 100% | controlled 148 accounts | 5 | 5 | 5 | 5.00 | |
| | No. of documents processed within 3 days after receipt | Obligates vouchers, payrolls, and P.O's charged to project funds | 1,300 | 115% | obligated 1,504 vouchers | 5 | 5 | 5 | 5.00 | |
| | No. of documents encoded | Encoded obligated vouchers, PO's and payrolls to BAOM | 1,300 | 115% | encoded 1504 documents | 5 | 5 | 5 | 5.00 | |
| | No. of documents earmarked | Earmarks PR's, contract of service, and appointments | 200 | 119% | earmarked 235 documents | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | 35 | 35 | 33 | 34.33 | |
| Average Rating (Total Over-all rating divided by # of entries) | | | | | 4.90 | Comments & Recommendations for Development Purpose: | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | | | 4.90 | | | | | |
| ADJECTIVAL RATING | | | | | | | | | | |

Received by: 
Planning Office

Calibrated by: 
R. A. PATINDOL
PMT

Recommending Approval: 
R. A. PATINDOL
Vice President

Approved:


E. E. TULIN
President

Date: _____
1 - quality
2 - efficiency
3 - timeliness
4 - average

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2016

Name of Staff: Norieta Bustillo 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 | 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 (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 | 58 | | | | |
| Average Score | 4.83 | | | | |

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head