

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2017

Name of Administrative Staff: MIRIAM M. DE LA TORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.86

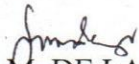
TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

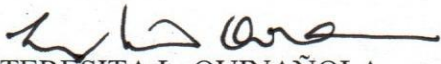
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding


Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff

Reviewed by:


TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of the Personnel Records and Performance Evaluation 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**.



MIRIAM M. DE LA TORRE
Ratee

Approved: 

TERESITA L. QUINANOLA
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5	5.00
Personnel Development and Management									
Psychological exams and Skills Test coordination	No. of psychological exams & skills test	Coordinates conduct of written psychological exams & skills test for clerks, drivers, and security guards	3	8	5	5	5	5	5.00
Personnel Records Development and Management									
Appointments received, reviewed and recorded	No. of service cards	Prepares of New Service Card for Casual/Contractual Employees and JO Workers	100	146	5	5	4	4	4.67
	No. of records	Updates of Service Cards of Casual/Contractual Employees and JO Workers	700	965	5	5	4	4	4.67
	No. of appointments	Reviews, countersigns and release appointments of JO workers	500	1,014	5	5	5	5	5.00
	No. of records	Encodes appointments of JO workers	750	1,034	5	5	5	5	5.00
	No. of masterlist	Prepares masterlist of JO workers	1	1	5	5	5	5	5.00
	No. of PDS	EncodesPDS & Philhealth of JO workers	750	1,015	5	5	5	5	5.00
	No. of appointments	Posts of appointments of faculty & staff with designated positions	90	131	5	5	5	5	5.00
Personnel Records and Filing Services	No. of documents	Prepares travel documents and vouchers	6	8	5	5	4	4	4.67
IPCR submission monitoring	Number of submission of IPCRs monitored & followed-up	Monitors IPCR submission by faculty and staff	95%	99%	5	5	5	5	5.00
Total Over-all Rating									54.00

MIRIAM M. DE LA TORRE	Average Rating :		4.91	Comments & Recommendations for Development Purposes:
	Additional Points:			
	Punctuality			
	Approved Additional points (with copy of approval)			
	FINAL RATING		4.91	
	ADJECTIVAL RATING			

Received by:


PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

Name of Staff: MIRIAM M. DE LA TORRE

Position: Administrative Officer III

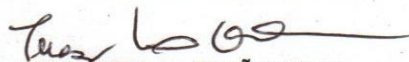
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 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		57.00				

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		N.A.				
Average Score		4.75				

Overall recommendation :


TERESITA L. QUIÑANOLA
 Head of Office