

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	4.75 x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	4.71 x 30%	1.41
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: **4.74**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.74**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:



MARIA ROBERTA S. MIRAFLORES
Admin. Assistant VI

Reviewed by:

LOUELLA C. AMPAC
Director for Finance

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN T. CO**, of the **Office of the Director for Finance (ODF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2016.

JOCELYN T. CO

Ratee

Approved:

LOUELLA C. AMPAC
Director for Finance

Recommending Approval:

REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPS	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2016	Details of Actual Accomplishment	Rating				Remarks
Financial Documents	Number of financial documents approved and released on time	Receives, stamps facsimile, records & releases all documents in the Finance Office from Accounting Office	100% documents accomplished	10,133 vouchers & payrolls (3,210 Gen.Fund/ 6,923 STF & Trust Funds)	Q ¹	E ²	T ³	A ⁴	10,133 vouchers & payrolls (3,210 Gen.Fund/ 6,923 STF & Trust Funds)
					5.0	4.0	5.0	4.67	
		Receives, stamps facsimile, records & releases all documents in the Finance Office from Cash Office	100% 100% 100%	400 ACIC 105 SLIC, NCA utilization, LDDAP 16,000 Checks (11,000 Gen.Fund/ 5,000 STF & Trust Funds)	5.0	4.0	5.0	4.67	400 ACIC
					5.0	4.0	5.0	4.67	105 SLIC, NCA utilization, LDDAP
					5.0	4.0	5.0	4.67	16,000 Checks (11,000 Gen.Fund/ 5,000 STF & Trust Funds)
			100% 100% 100%	1,023 student clearances/ withdrawals 44 referrals 1,800 referrals/1,800 clients	5.0	5.0	5.0	5.00	1,023 student clearances/ withdrawals
					5.0	5.0	4.0	4.67	44 referrals
					5.0	4.0	5.0	4.67	1,800 referrals/1,800 clients
No. of request received & served within the day upon receipt									
	Customer-Friendly Frontline Service		100%	No complaint	5.0	5.0	5.0	5.00	No complaint
Total Over-all Rating					40.0	35.0	39.0	38.00	
Average Rating (Total Over-all rating divided by # of				4.75	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.75					
ADJECTIVAL RATING				OUTSTANDING					


MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2016	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	

Received by: _____

Calibrated by: _____

Recommending Approval: _____

Approved: _____



REDEMPTA L. SORIA

 Planning Office



REMBERTO A. PATINDOL


 Chairman, PMT



REMBERTO A. PATINDOL

 VP for Admin. & Finance

EDGARDO E. TULIN

 President
 

Date: _____

Date: _____

Date: _____

Date: _____

- 1 - quality
 2 - efficiency
 3 - timeliness
 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 1 – JUNE 30, 2016Name of Staff: JOCELYN T. COPosition: ADMINISTRATIVE AIDE VI

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				
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	23				
Average Score	4.71				

Overall recommendation : Recommended to attend training on record mgmt.

Louella C. Ampac
LOUELLA C. AMPAC
 Name of Head