# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

#### ARLIN B, FLANDEZ

| Particulars (1)   | Numerical<br>Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------|-----------------------------------|
| Numerical Rating per IPCR   | 4.71                    | 4.71 x 70%                | 3.30                              |
| Supervisor/Head's assessment     of his contribution towards     attainment of office     accomplishments | 4.59                    | 4.59 x 30%                | 1.38                              |
|   | TOTAL NUM               | ERICAL RATING             | 4.68                              |

TOTAL NUMERICAL RATING:

4.68

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.68

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

RLINB. FLANDEZ

ADM. AIDE VI

Reviewed by:

FRANCISCO G. GABUNADA, JR.

Executive Assistant, OP

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ, of the <u>Internal Audit Service Office (IASO)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July to December 31, 2018.</u>

Approved:

ARLIN B. FLANDEZ

Ratee

FRANCISCO. G. GABUNADA, JR.

Executive Assistant, OP

| MFO  | MFOs/PAPs                                      | Success Indicators                                   | Tasks Assigned   | 2018   | Percentage of  | Details of     |    |    | Rating |         | Remarks   |
|--|--|--|--|--------|----------------|----------------|----|----|--------|---------|---|
| No.  | 1111 00/1711 0                                 |  |  | Target | Accomplishment | Accomplishment | Q1 | E2 | T3     | A4      |   |
|  | General Administration<br>Support Services     |  | Assist in the evaluation of Internal Control Systems (ICS)   | 1      | 200%           | 2              | 5  | 5  | 5      | 5       |   |
|  |  |  | Monitor Prior Years ICS recommendation   | 1      | 100%           | 1              | 5  | 4  | 5      | 4.66667 |   |
|  |  |  | Include fund transfer as payment of Accts. Rec. in the project   | 1      | 100%           | 1              | 4  | 5  | 4      | 4.33333 |   |
|  | Financial Management<br>Services               | Number of Monthly IGP/STF Financial Reports verified | Check financial reports of IGP/STF Projects  | 198    | 105%           | 208            | 5  | 5  | 4      | 4.66667 |   |
|  |  |  | a) Verify financial reports and prepare working papers on the result of review   | 35     | 109%           | 38             | 5  | 4  | 5      | 4.66667 | -   |
|  |  | (RF & STF) feedbacks                                 | Number of Accounts Receivable<br>Confirmations (RF & STF) for<br>preparation & release                                       | 95     | 51%            | 48             | 4  | 5  | 4      | 4.33333 |   |
|  |  |  | Open the Request for Quotation of different suppliers and reviews entries reflected on the PR against canvass papers and APP | 50     | 384%           | 192            | 5  | 5  | 5      | 5       |   |
|  | Efficient and customer-<br>friendly assistance | Zero complaint from clients                          | Receive and release RFQ  | 0      | 0%             | 100%           | 5  | 5  | 5      | 5       | nen entre er state var en |
| at in the contract of the cont | Total Over-all Rating                          |  |  |        |                |                |    |    |        | 4.70833 | /   |

#### "Exhibit A"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

| Ι,        | ARLIN B. FLANDEZ,       | of the Internal Audit Service Office (IASO) commits | to deliver and agree to be rated or | the attainment of the following |   |
|-----------|-------------------------|---|-------------------------------------|---------------------------------|---|
| targets i |                         | cated measures for the period July to December      | <u>31, 2018.</u>                    | _                               |   |
|           | Average Ratin           | g (Total Over-all rating divided by 4)              |                                     | ]                               | Comments & Recommendations for Development Purpose: |
|           | Additional Points:      |   |                                     |                                 |   |
|           | Approved Additional I   | Points (with copy of approval)                      |                                     | ]                               |   |
|           | Final Rating            |   |                                     | ]                               |   |
|           | Adjectival Rating       |   |                                     | ]                               |   |
|           |                         |   |                                     |                                 |   |
|           |                         |   |                                     |                                 |   |
|           | Evaluated & Rated by:   |   | Recommending Approval:              |                                 | Approved by:  |
|           | -/-                     |   |                                     |                                 | 1 . 2   |
|           | 100                     |   | Samuel .                            |                                 | all I al  |
|           |                         |   | Juny                                |                                 |   |
|           | FRANCISCO G. GABUNA     | 50. P. 10-00 5000                                   | REMBERTO W. PATINDOL                |                                 | EDG <b>Á</b> RDO E. TULIN                           |
|           | Executive Assistant, OP |   | Vice President for Admin. & Fina    | ance                            | President   |
|           | Date:                   | navioral residence                                  | Date:                               |                                 | Date:   |

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average

#### Instrument for Performance Effectiveness of Administrative Staff

| Rating Perio     | od:_July to December, 2018 |           |       |
|------------------|----------------------------|-----------|-------|
| Name of Staff: _ | Arlin B. Flandez           | Position: | AA 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.

|       |                           | ne scale below. Enontrie your ruang.  |
|-------|---------------------------|---|
| Scale | <b>Descriptive Rating</b> | 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.  | <b>(5)</b> | 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 | <b>(5)</b> | 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-<br>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   | 5          | (4)   | 3 | 2 | 1 |  |  |

|     | improvement of his work accomplishment  | Т                | Т  | Т        | т- | T |
|-----|---|------------------|----|----------|----|---|
| 12. | Willing to be trained and developed   | 5                | 14 | ) 3      | 2  | 1 |
|     | Total Score   |                  | Ľ, | 55       |    |   |
| В.  | Leadership & Management (For supervisors only to be rated by higher supervisor)   |                  |    | Sca      | le |   |
| 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.  | 3                | 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 | ( <del>5</del> ) | 4  | 3        | 2  | 1 |
|     | Total Score   |                  | 28 | <u>-</u> |    |   |
|     | Average Score   |                  | 4. | 19       |    |   |

| Overall recommendation   | • |  |
|--|---|--|
| The state of the s | • |  |
|  |   |  |

FRANCISCO G, GABUNADA, JR.

## Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: <u>Arlin B. Flandez</u><br>Performance Rating: <u>July to December 2018</u>                              |
|--|
| Aim: To maximize the productivity potential of our Clerk   |
| Proposed Interventions to Improve Performance:   |
| Date: September 5, 2018 Target Date: September 30,2018   |
| First Step: Individual consultation with Ms. Flander on hours.   |
| Individual consultation with Ms. Flandez on how to prepare our records for the continuation of 5S implementation           |
| Result:  |
|  |
| Disposal of old files and the implementation of filing in accordance with the 5S   |
| Date: _November 3, 2018 Target Date: November 15, 2018  Next Step:  To monitor the processing and flows of all IGP project |
| processing and nows of all IGP project   |
| Outcome: To witness and observe the actual processes and flows of all IGP project  |
| Final Step/Recommendation:   |
| Prepared by:  FRANCISCO G. GABUNADA, JR.  Unit Head  |
| Conforme:  ARLIN/B. FLANDEZ  Name of Ratee Faculty   |