

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ARLIN B. FLANDEZ**

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

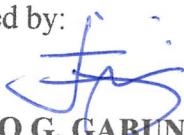
TOTAL NUMERICAL RATING: **4.68**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


ARLIN B. 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

Approved:

Ratee

Executive Assistant, OP

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"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARLIN B. FLANDEZ**, of the Internal Audit Service Office (IASO) 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 to December 31, 2018.

	Average Rating (Total Over-all rating divided by 4)		
	Additional Points:		
	Approved Additional Points (with copy of approval)		
	Final Rating		
	Adjectival Rating		

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:



FRANCISCO G. GABUNADA, JR.

Executive Assistant, OP

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: 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.

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	(4)	3	2	1
Total Score	55				
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	4.59				

Overall recommendation : _____

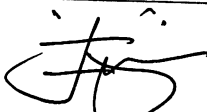

 FRANCISCO G. GABUNADA, JR.

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez
Performance Rating: July to December 2018

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. 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

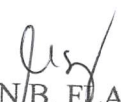
Outcome: To witness and observe the actual processes and flows of all IGP project

Final Step/Recommendation:

Prepared by:


FRANCISCO G. GABUNADA, JR.
Unit Head

Conforme:


ARLIN B. FLANDEZ
Name of Ratee Faculty