

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CELSO F. SACRO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.87	4.87 x 70%	3.40
16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.32
TOTAL NUMERICAL RATING			4.72


TOTAL NUMERICAL RATING: **4.72**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**

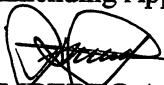
Prepared by:


CELSO F. SACRO
 AA III

Reviewed by:


CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 3 President

I, **Celso F. Sacro**, of the **Cash Division** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2018**

CELSO F. SACRO
Ratee

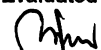
Approved: **CORAZON U. NUEVO**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	4	4.67	
STUDENT SERVICES MFO5	Number of students records maintained and updated of college and high school students.	Assessed Students Fees	6,171	6,157	5	5	5	5.00	
		Encoded requested subjects.	400	408	5	5	5	5.00	
		Generated assessment slips	6,171	6,157	5	5	4	4.67	
		Validated assessment/examination permit	2,460	2,500	5	5	5	5.00	
		Check & signed clearances.	1,050	1150	5	5	4	4.67	
		Prepared Report of Students Accts.Receivables	200	200	5	5	4	4.67	
		Prepared statement/billing of school fees	20	20	5	5	5	5.00	
		Prepared individual statement of accounts as requested	20	20	5	5	5	5.00	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Immediate response of claims inquiry	100%	100%	5	5	5	5.00	
Total Over-all Rating									48.67


Average Rating (Total Over-all rating divided by 10)		4.87
Approved additional points(with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Needs training/ seminar to uplift more his interest and updates related to his assigned task.


Evaluated & Rated by:


CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:


LOUELLA C. AMPAC
Director of Finance
Date:

Approved by:


REMBERTO A. PATINDOL
Vice President
Date:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 - Dec. 31/18
 Name of Staff: CELESTINE F. SACRO Position: Adm. Aide 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						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)						
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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		57				
Average Score		4.41				

Overall recommendation : _____



 CORAZON U. NUEVO
 Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: CELSO F. SACRO

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assessed students fees	Daily	Within the day	Immediately upon request of the students	Impressive	VS	
2	Encoded dorm fee, requested subjects and other related school fees	Daily	Within the day	After enrollment period	Impressive	VS	
3	Generated assessment slips	Before examination period	10 days before examination period	Submitted to colleges 10 days before examination period	Impressive	O	
4	Validated assessment/examination permit	Before examination period	7 days before examination period	Immediately upon presenting the form	Impressive	VS	
5	Checked & countersigned clearances	30 mins. Upon presenting the clearances	20 mins. Upon presenting the clearances	15 mins upon presenting the clearances	Impressive	VS	
6	Prepared statement of accounts, certification of fees and bills of school fees	After enrollment	After enrollment	Immediately upon receipt of request	Impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro
Performance Rating: _____

Signature: _____

Aim: Responsible to handle the motivation related to Student cell.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: July - Sept. /18

First Step: attend meetings & coordination of Karbon Villar / programs related to Student Cell. issues. Coaching & mentoring is also taken

Result: Abler to comply / solve the problems

Date: _____ Target Date: Oct. - Dec. /18

Next Step: And him to attend Trainings / seminar

Outcome: Reliable output & better input in finding solutions of problems encountered

Final Step/Recommendation:

He deserve promotion

Prepared by:

Corazon U. Nuevo
CORAZON U. NUEVO
Unit Head

Conforme:

Celso F. Sacro
CELSON F. SACRO
Name of Ratee