

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **EDERLINA S. DIANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	4.77 x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75x 30%	1.42
TOTAL NUMERICAL RATING			4.75

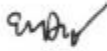
TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any: **0.00**


TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


EDERLINA S. DIANO
Admin. Aide IV

Reviewed by:


MYRNA S. PANCITO
Head, Budget Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDERLINA S. DIANO**, of the Budget 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 July 1 - December 31, 2017.


EDERLINA S. DIANO
 Ratee

Approved: 
MYRNA S. PANCITO
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of Dec. 31, 2015	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Certified Financial Documents/Reports	Number of transaction recorded/encoded right after receipt of documents, error free	Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under General Fund & IGP Accts. To BAOM	95% : 5000 documents:	132%	6632 documents: under GF	5	5	4	4.67	
	Number of sub-allotment & projects controlled 2 days upon receipt, error free & posting & filing	Controls office/center/dept sub-allotment under General Fund and encode income from IGP Projects to Registry of Receipts & Obligations Subsidiary Ledger	95% : 6200 documents encoded & posted to the BAOM & Subsidiary Ledger	134%	8309 documents	5	5	4	4.67	
	Number of documents obligated, 2 days upon receipt, error free	Obligates vouchers, purchase orders and payrolls and files OBR/BUR & vouchers copy under Fund 101 & IGP	95% ; 4000 General Fund documents	165%	6,632 documents: GF	5	5	4	4.67	
	Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 101 & projects under IGP	95% : General Fund = 1500	111%	General Fund = 1,677 documents	5	5	4	4.67	
	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under Fund 101 & IGP projects	20 Registry of Allotment & Obligations monthly & 100 offices, center quarterly reports & Status of funds	150%	30 RAO's monthly & quarterly reports & Status of funds	5	5	5	5.00	
Administrative Support services and Management	Efficient & customer-Friendly Frontline Service	Entertain clients and observe no noon break policy	Zero percent complaint from clients served	100%	Zero percent complaint	5	5	5	5.00	
Total Over-all Rating						30	30	26	29	
Average Rating (Total Over-all rating divided by # of Additional Points:						Comments & Recommendations for Development Purpose:				
Punctuality										
Approved Additional points (with copy of approval)						4.77				
FINAL RATING										
ADJECTIVAL RATING										

Received by:

TERESITA L. GUINADOLA
Acad. PRFED

Calibrated by:

ROSMARIO L. PATIABOL
PRFED, CUCUMON

Date: _____

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

Recommending Approval:

ROSMARIO L. PATIABOL
Vice President, Admin & Finance

Date: _____

Approved:

EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2017
 Name of Staff: Ederlina S.Diano Position: Admin. Aide IV


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
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3.	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
4.	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
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7.	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
8.	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
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10.	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)					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					57
Average Score					4.75

Overall recommendation : _____


 MYRNA S. PANCITO
 Name of Head