

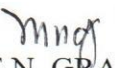
COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

Rating Period: JULY TO DECEMBER 2017

Name of Administrative Staff: MERLE N. GRAVADOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.91
ADJECTIVAL RATING: Outstanding

Prepared by:

MERLE N. GRAVADOR
Name of Staff

Reviewed by:

TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, of the Personnel Records and Performance Evaluation 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, 2017 to December 31, 2017.

Mngt
MERLE N. GRAVADOR
Ratee

Approved: *TERESITA L. QUINANOLA*
TERESITA L. QUINANOLA
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaint	No complaint	5	5	5	5	5.00
Facilitating Recruitment, Selection and Promotion Services									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of APB/NAPB meetings	231	357	5	5	5	5	5.00
	No. of comparative assessments	Routes comparative assessment for signature of NAPB members	6	8	5	5	5	5	5.00
	No. of appointments	Receives <u>records appointments</u>	200	281	5	5	5	4	4.67
Personnel Records Development and Management									
Compliance to CSC/DBM/GSIS/ BOR Rules & Policies on leave administration and policies on employees' compensation and benefits complied/implemented	No. of maternity and terminal leave applications	Receives, records, facsimile and endorses maternity and terminal leave application to staff-in-charge for computation of leave balances then forward to OP for approval	10	13	5	5	5	5	5.00
	No. of leave applications	Receives, records, facsimile and endorses approved leave application to staff-in-charge for computation of leave balances	1,300	1,765	5	5	5	5	5.00
	No. of certifications of service credits	Releases certifications of service credits	15	24	5	5	5	5	5.00
	No. of Payrolls released for processing	Records and releases Payroll for salary and other benefits of employees	400	516	5	5	5	5	5.00
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	300	435	5	5	5	5	5.00
	No. of DTR/CSR received and endorsed	Receives DTRs/CSRs and endorses to staff-in-charge for recording and monitoring	2,500	3,160	5	5	5	5	5.00
Personnel Records and Filing Services	No. of documents forwarded to Records	Forwards documents to Records Office	1,800	2,585	5	5	5	4	4.67
	No. of documents	Photocopies documents	1,300	2,302	5	5	5	5	5.00
		Receives/releases doc. Incoming/outgoing doc. for processing and approval for president	300	367	5	5	5	5	5.00
Total Over-all Rating									64.33

MERLE N. GRAVADOR		Average Rating :			4.95	Comments & Recommendations for Development Purposes:
		Additional Points:				
		Punctuality				
		Approved Additional points (with copy of approval)				
		FINAL RATING			4.95	
		ADJECTIVAL RATING			Outstanding	

Received by:

PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

Name of Staff: MERLE N. GRAVADOR Position: Administrative 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		58/12				

Overall recommendation :

4.83


TERESITA L. QUINANOLA
Head of Office