# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

## ARTURO B. ALBA JR.

| Particulars (1)  | Numerical<br>Rating (2) | Percentage Weight 70% (3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|---------------------------|---|
| Numerical Rating per IPCR  | 4.89                    | 70%                       | 3.423                                   |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92                    | 30%                       | 1.476                                   |
|  | TOTAL NU                | MERICAL RATING            | 4.90                                    |

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.90

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

amb

**JESSAMINE C. ECLEO** 

Information Systems Analyst I

**REMBERTO A. PATINDOL** 

VP for Admin. & Finance

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President Ade

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

I, <u>ARTURO B. ALBA JR.</u>, of the <u>Office of the Vice President for Administration & Finance</u> commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u> to <u>December 2016</u>.

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Approved:

ARTURO B. ALBA JR

Ratee

REMBERTO A. PATINDOL

Head of Unit

| 1450 0 045                                  | Durate at /A att day  | Tanka Assismed  | Acomp             | lishments      | Percent        | Rating         |                |             |                | Remarks |
|---|---|---|-------------------|----------------|----------------|----------------|----------------|-------------|----------------|---------|
| MFOs & PAPs                                 | Project/Activity  | Tasks Assigned  | Target            | Actual         | Accomplishment | Q <sup>1</sup> | E <sup>2</sup> | <b>T</b> -3 | A <sup>4</sup> | Kemarks |
| MFO 5. General A                            | dministration and Suppor                                      | t Services  |                   |                | 7              |                |                |             |                |         |
|   |   |   |                   |                |                |                | ,              |             |                |         |
| <u>I 1</u> : Efficient Office<br>Nanagement | e A1. Receiving,<br>processing, and<br>recording of financial | T1. Recording in the logbook of financial and administrative documents coming in of OVPAF       | 360               | 405            | 112.5%         | 5              | 5              | 5           | 5.00           |         |
|   | and administrative  | T2. Recording in the logbook of financial and administrative documents going out from OVAF      | 360               | 450            | 125.0%         | 5              | 5              | 5           | 5.00           |         |
|   | and out of OVPAF  | T3. Processing of routine administrative and financial documents within administration building | 210               | 302            | 143.8%         | 5              | 5              | 5           | 5.00           |         |
|   | A3. Documents Filing  | T1. Sorting/consolidating of documents  | 130               | 145            | 111.5%         | 5              | 4              | 5           | 4.67           |         |
|   |   | T2. Filing/binding of documents   | 10                | 26             | 260.0%         | 4              | 5              | 5           | 4.67           |         |
|   | A4. Frontline Services  | <u>T1.</u> Photocopying of various documents such as, memorandum and other supporting documents | 210               | 315            | 150.0%         | 5              | 5              | 5           | 5.00           |         |
|   |   | T2. Entertains queries to walk-in clients and employees   | zero complaint    | zero complaint | 100.0%         | 5              | 5              | 4           | 4.67           |         |
|   |   | T3. Serves snacks during meetings   | 100%<br>completed | 100% completed | 100.0%         | 5              | 5              | 5           | 5.00           |         |
|   |   | <u>T4.</u> Promptly attends to phone calls & telefax  | zero complaint    | zero complaint | 100.0%         | 5              | 5              | 4           | 4.67           |         |
|   |   | T1. Cleaning office & sorroundings of Budget Office, Finance Office, and Cash Office            | 100%<br>completed | 100% completed | 100.0%         | 5              | 5              | 5           | 5.00           |         |
|   |   | T2. Watering of Plants  | 100%<br>completed | 100% completed | 100.0%         | 5              | 5              | 5           | 5.00           |         |
|   |   | T3. Opening & closing doors & windows in office & Conference Room                               | 100%<br>completed | 100% completed | 100.0%         | 5              | 5              | 5           | 5.00           |         |
|   |   |   |                   |                |                |                |                |             |                |         |
| otal Overall Rating                         |   |   |                   |                |                |                |                |             | 58.67          |         |

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Approved:

ARTURO B. ALBA JR Ratee REMBERTO A. PATINDOL

Head of Unit

| AAFO: 9 DAD:  | Duningt / Anti-situ                    | Toolse Assistand  | Acomp             | lishments      | Percent        |                | Ra             | ating       |                | Damaula |
|---|--|---|-------------------|----------------|----------------|----------------|----------------|-------------|----------------|---------|
| MFOs & PAPs Project/Activity  MFO 5. General Administration and Sup |  | Tasks Assigned  | Target            | Actual         | Accomplishment | Q <sup>1</sup> | E <sup>2</sup> | <b>T</b> -3 | A <sup>4</sup> | Remarks |
| UMFO 5. General Ad  | ministration and Suppor                | t Services  |                   |                |                |                |                |             |                |         |
|   |  |   |                   |                |                |                |                |             |                |         |
| <u>PI 1</u> : Efficient Office<br>Management                        |  | T1. Recording in the logbook of financial and administrative documents coming in of OVPAF       | 360               | 405            | 112.5%         | 5              | 5              | 5           | 5.00           |         |
|   | and administrative documents coming in | T2. Recording in the logbook of financial and administrative documents going out from OVAF      | 360               | 450            | 125.0%         | 5              | 5              | 5           | 5.00           |         |
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|   | T2. Watering of Plants                 | 100%<br>completed   | 100% completed    | 100.0%         | 5              | 5              | 5              | 5.00        |                |         |
|   |  | T3. Opening & closing doors & windows in office & Conference Room                               | 100%<br>completed | 100% completed | 100.0%         | 5              | 5              | 5           | 5.00           |         |
|   |  |   |                   |                |                |                |                |             |                |         |
| Total Overall Rating  |  |   |                   |                |                |                |                |             | 58.67          |         |

| Average Rating (Total Over-all rating devided by # of entries) | 4.89        |
|--|-------------|
| Additional Points:   | 0.00        |
| Punctuality  | 0.00        |
| Approved Additional points (with copy of                       | 0.00        |
| FINAL RATING   | 4.89        |
| ADJECTIVAL RATING  | OUTSTANDING |

| Comments & Recommendations for Development |   |
|--|---|
| Purpose:                                   | 1 |
|  |   |
|  |   |
|  |   |
|  |   |

| Received by:      | Calibrated by:       | Recommending Approval: | approved by:     |
|-------------------|----------------------|------------------------|------------------|
| REDEMPTA L. SORIA | REMBERTO A. PATINDOL | REMBERTO A. PATINDOL   | EDGARDO E. TULIN |
| Planning Office   | PMT                  | Vice President         | President 🖟      |
|                   |                      |                        | /                |
| Date:             | Date:                | Date:                  | Date:            |

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| Received by:                      | Calibrated by:              | Recommending Approval: Approved by: |                               |
|-----------------------------------|-----------------------------|-------------------------------------|-------------------------------|
|                                   | THUM HOW                    | Hurrion -                           |                               |
| REDEMPTA L. SORIA Planning Office | REMBERTO A. PATINDOL<br>PMT | REMBERTO A. PATINDOL Vice President | EDGARDO E. TULIN<br>President |
| Date:                             | Date:                       | Date:                               | Date:                         |

Annex O

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY – DECEMBER 2016</u>

Name of Staff: ARTURO B. ALBA JR.

Position: Administrative Aide I

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 | <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  |

| <b>A.</b> | Commitment (both for subordinates and supervisors)  |     | 5   | Scale | Э |   |
|-----------|---|-----|-----|-------|---|---|
| 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-<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<br>improvement of his work accomplishment   | 5 | 4  | 3     | 2 | 1 |
|-----|---|---|----|-------|---|---|
| 2.  | Willing to be trained and developed   | 5 | 4  | 3     | 2 | 1 |
|     | Total Score   |   | 5  | 7     |   |   |
|     | Leadership & Management (For supervisors only to be rated by higher supervisor)   |   | (  | Scale | Э |   |
| 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   | 5 | 9  |       |   |   |
|     | Average Score   | 4 | 79 | 12    |   |   |

| Overall recommendation | : |
|------------------------|---|
|                        |   |

REMBERTO A. PATINDOL Name of Head