

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GILDA D. DURAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	30%	1.13
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: 4.48


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: VS

Prepared by:


GILDA D. DURAN
Name of Staff

Reviewed by:


ATTY. R. SAN C. GUINOCOR
Department/Office Head

Approved:


EDGARDO E. TULIN
President *OIC*


Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, GILDA D. DURAN, Administrative Aide VI of Legal 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 -December 2019.


GILDA D. DURAN
RATEE

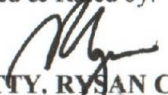
Approved:


ATTY. RYSAN C. GUINOCOR
Unit Head

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Feb.- June 2019	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal support services	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
	A.2 Meetings attended	T2: Attends meeting for the Head when on travel or on leave. Review documents for notarization/signature	100% attendance	100% attendance		5	5	5	5	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A.3. Prepare and review documents for notarization	T.3. Prepares/Assists in the preparation of Affidavit of Loss, contracts, etc.	100%	100%		4	4	5	4.33	

PI 3: Number of office activities facilitated/attended	Facilitate/Attend office activites	T.4: Facilitate and assist office activities/team building, etc.Files documents	500	500		5	5	5	5	
Legal Office MFO 3: Frontline Seervices										
PI 4. Efficient and customer-friendly frontline service		T.5: Zero percent complaint from clients served	no complaints	no complaints		5	5	5	5	
		T.6: Maintains files of documents/supporting papers for application for special patent.	1	1		4	4	5	4.33	
Total Over-all Rating						28	28	30	28.66	
Average Rating :						4.67	4.67	5	4.78	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING						4.67	4.67	5	4.78	

Evaluated & Rated by:


ATTY. RYSAN C. GUINOCOR
 Head of Unit

Date: _____

Approved by:

President


EDGARDO E. TULIN

Date: _____

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

Comments & Recommendations for Development Purposes:

while she may need to go to seminars however she is about to retire so I prefer to use it to the next hire.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December, 2019Name of Staff: GILDA D. DURANPosition: Administrative Aide 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1