

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MYRNA L PANCITO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>

TOTAL NUMERICAL RATING: 4.85  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
 MARIA A. NUÑEZ  
 AA IV

Reviewed by:   
 CORAZON U. NUEVO  
 Head, Cash Office

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

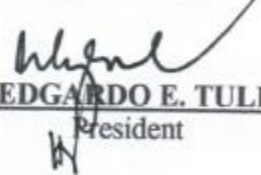


  
EDGARDO E. TULIN  
 President

Exhibit B



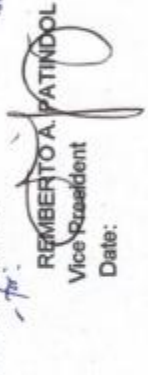

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Myrna S. Pancito, 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 January 1, 2017 to July 31, 2017

 MYRNA S. PANCITO  
 Ratee

 Approved: CORAZON U. NUEVO  
 Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2 Cash Management 2 2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Reviewed & signed checks in the absence of the Cashier.	1,500	1,500	125%	5	5	5	5	
	2.2 Collection Services	Received & receipted all income of the university (by fund) Deposited daily collections intact to our depository bank (by fund) Recorded daily collection and validated deposit slip in the cash book Updated and monitored cash book Implemented the system.	23,000 900 90% 10 90%	31,613 1,020 100% 15 100%	143% 120% 111% 150% 111%	5	5	5	5	
2.3 Financial Reports 2.4 Student Services SERVICES & MANAGEMENT MFO	Financial mandated Reports submitted to office concerned on the prescribed time and error free	Prepared Monthly Report of Accountability (O.R). Verified & signed Report of Collections	12 230	12 420	100% 190%	5	4.5	4.5	4.66	
	Complied the COA rules in Collection functions. 7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Implemented recommendation Collected school fee	100% 100%	100% 100%	100% 100%	5	4.5	4.5	4.66	

Total Over-all Rating		48.31
Average Rating (Total Over-all rating divided by 10)		
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		
Received by:		
 Planning Office Date:		
1 - Quality		
2 - Efficiency		
3 - Timeliness		
4 - Average		
Calibrated by:		
 REMBERTO A. PATINDOL PMT Date:		
Recommending Approval:		
 REMBERTO A. PATINDOL Vice President Date:		
Approved by:		
 EDGARDO E. TULIN President Date:		
Comments & Recommendations for Development Purpose:		



## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 - July 31, 2017Name of Staff: Nyren C. Pancito Position: \_\_\_\_\_

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					
Average Score					

Overall recommendation : He deserve for Higher position/promotion

CO-ORDINATOR  
Name of Head