

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARY ANN G. COBICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.29	70 %	3.00
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30 %	1.35
TOTAL NUMERICAL RATING			4.52


TOTAL NUMERICAL RATING: 4.35  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING: 4.35

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
MARY ANN G. COBICO  
Name of Staff


Reviewed by:

  
MANOLO B. LORETO, Jr.  
Dean, USSO

Recommending Approval:

  
MANOLO B. LORETO, Jr  
Dean, USSO

Approved:


  
BEATRIZ S. BELONIAS  
Vice President for Instruction

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

I, MARY ANN G. COBICO, of the USSO commitS to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY to JUNE, 2018.

  
**MARY ANN G. COBICO**  
 Ratee

Approved:

  
**MANOLO B. LORETO, JR.**  
 Head of Unit

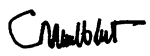
MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>Recruitment &amp; Admission Services</b>	Number of incoming students evaluated in terms of enrollment requirements and enrolled	LPN, USSO staff	50	100	4	4	4	4.00	
<b>Student Welfare Unit: Guidance &amp; Counseling Services</b>	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	2%	3%	4	4	4	4.00	
	Percentage of students with academic deficiencies followed-up	Counseling referred students with academic deficiencies	80%	90%	4	4	4	4.00	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	1	1	3	4	4	3.67	
	Number of time of information are disseminated	Acts as resource person; disseminates information/inquiries; Updates bulletin boards/fliers	1	1	3	4	4	3.67	
	Number of other guidance related activities attended	Member/participant, presider, secretary, echoer	1	1	3	4	4	3.67	
<b>Institutional Student Services: Student Assistant Program</b>	Number of poor/disadvantaged students served by the support services for non-academic needs	Processes and verifies applications for students	50	88	5	5	5	5.00	
		Encodes and files applications of student assistants	100	140	4	5	5	4.67	


MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of DTRs and payrolls signed	Signs the DTRs and payrolls of student assistants	1000	1008	3	4	4	3.67	
<b>Institutional Student Services: Career and Placement (PESO)</b>	Number established linkages with employers, seminars, job fair/job	Establishes/maintains linkages with industries	6	10	5	5	5	5.00	
		Conducts job fair/special recruitment activities	20	25	4	5	5	4.67	
		Conducts job seeking seminar	2	2	3	5	5	4.33	
		Encodes and files registration forms of graduating students	12	15	4	5	5	4.67	
<b>Administrative Support &amp; Services</b>	Number of students' clearance signed	Signs clearance of students	35	30	3	5	5	4.33	
<b>Efficient and customer-friendly frontline service</b>	Zero complaint from clients UNATTENDED	Guidance Counselor, PESO Manager, Student Assistant Coordinator	0% Complaint Unattended	0% Complaint Unattended	5	5	5	5.00	No complaint unattended
								<b>64.33</b>	


<b>Average Rating (Total Over-all rating divided by 19)</b>	<b>4.29</b>
<b>Additional Points:</b>	
<b>Punctuality</b>	
<b>Approved Additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	<b>4.29</b>
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>

**Comments & Recommendations for Development Purpose:**  
Needs further training in the handling of Registration of Graduates for possible employment

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	

Evaluated and Rated By  
  
MANOLO B. LORETO, Jr.  
 Unit Head  
 Date: Dec. 7, 2018

Recomending Approval:  
  
MANOLO B. LORETO, Jr.  
 Dean, USSO  
 Date: Dec. 7, 2018

Approved by:  
  
BEATRIZ S. BELONIAS  
 Vice-President for Instruction  
 Date: \_\_\_\_\_

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Mary Ann G. Cobico

Position: Guidance Counselor


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	54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.50				

Overall recommendation : \_\_\_\_\_



**MANOLO B. LORETO JR.**  
Name of Head

## PERFORMANCE MONITORING FORM

Name of Employee: MARY ANN G. COBICO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Plan, coordinate and/or implement the Job Seeking Seminars and Jobs Fair	General program and activities	January, 2018	June, 2018	June 2018	Needs improvement	Satisfactory	Needs to be coordinated well with colleges and departments
2	Conduct intake interview of new students	Filled up form	May 2, 2018	June 30, 2018	August, 2018	Needs improvement	Satisfactory	The process must be institutionalized
3								
4								

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mary Ann G. Colico  
Performance Rating: \_\_\_\_\_

Aim: To improve individual performance

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Plan, Organized, Prioritized

To improve the quantity of work outputs, I need to strategically design programs and prioritized important ones. Also, lessen <sup>other</sup> tasks perhaps to focus on the prioritized tasks.

Result: \_\_\_\_\_  
Served a number of clientele without sacrificing quality  
Implemented activities as planned

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: Enhancing Skills / Provision of Resources


To rapidly meet performance expectations/levels, the employee should be equipped with skills & resources (support)


Outcome: Employee confidently performed tasks

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
Unit Head

Conforme:   
MARY ANN G. COLICO  
Name of Ratee Faculty/Staff