

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (July – December 2016)

Name of Administrative Staff: JULIA A. TABINAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.88


TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:

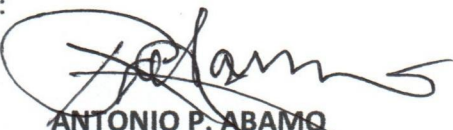
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: 0

Prepared by:


JULIA A. TABINAS
Name of Staff

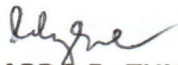

Reviewed by:


ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period July 2016 to December 2016

[Signature]

JULIA A. TABINAS

Ratee

Approved:

ANTONIO P. ABAMO

Head of Unit

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative Support Services									
	Preparation of policies/issuances/correspondence				Q ¹	E ²	T ³	A ⁴	
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	42	65	5	5	4	4.67	
	Issuance of existing documents								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	375	505	5	5	5	5.00	
	Clearance from office accountability						4	4.00	
	No of staff/students Cleared from accountability	incharge	125	162	5	5	5	5.00	
	Secretariat work								
	No. of documents encoded and printed	incharge	650	845	4	5	5	4.67	
	Act as department secretary		5	8	5	5	5	5.00	
	Information and record management								
	No. of incoming/ outgoing documents recorded	assistant	100	180	5	5	5	5.00	
	No. of documents filed/archived/retrieved	incharge	275	405	5	5	5	5.00	
	Emails								
	No. of emails downloaded and filed	incharge	120	207	5	5	5	5.00	
	No. of email attachment downloaded	incharge	120	206	5	5	5	5.00	
	Preparation of Standard Government Forms								
	Claims/Reimbursements								
	Travel order, Cash advances, trip ticket,RIS prepared	incharge	20	25	5	5	5	5.00	
	No.of itinerary of travel, liquidation report prepared	incharge	15	20	4	5	5	4.67	
	No. of purchase request, Job request prepared	incharge	20	25	4	5	4	4.33	
	No. of appointments/contracts/Job order prepared	incharge	3	4	5	5	5	5.00	

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2016 – December 2016Name of Staff: Julia A. TabinasPosition: Adm. Aide


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						
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		84				
Average Score		4.94				

Overall recommendation : can work w/ minimal supervision
and a Teamplayer!


 ANTONIO P. ABAMO
 Name of Head