4.88

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

JULIA A. TABINAS

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

TOTAL NUMERICAL RATING:	4.88
Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.88

Prepared by:

ADJECTIVAL RATING:

Reviewed by:

0

JULIA A. TABINAS

Name of Staff

Name of Administrative Staff:

office accomplishments

ANTONIO P. ABAIVIO

TOTAL NUMERICAL RATING

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

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 accorance with the indicated measures of the period July 2016 to December 2016 Approved:

ANTONIO P. ABAMO

JULIA A. TABINAS

MFO &									
PAPe	Success Indicators	Task assigned		Actual Accomplis					Remarks
2			Target	hment		Ra	Rating		
Administ	Administrative Support Services				Q1	E ²	Т3	A4	
	Preparation of policies/issuances/correspondence								
	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	2	2	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	2	5	2	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	
Were the control of t	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 appointmens/contracts/Job order prepared	incharge	3	4	2	2	5	5.00	

Payrolls prepared Attendance to meetings/trainings/workshop Meetings/Trainings/seminar workshops/ attended Preparation of plans and reports Annual Procurement Plan (APP) prepared Involvement in Teaching Support Services Teaching Load Assignment and Faculty Workload Prepared		D	65	0	L	L	L	000
Attendance to meetings/trainings/wc Meetings/Trainings/seminar workshops Preparation of plans and reports Annual Procurement Plan (APP) prepar Involvement in Teaching Support Se Teaching Load Assignment and Faculty				70	ဂ	n	co	2.00
Attendance to meetings/trainings/wc Meetings/Trainings/seminar workshops Preparation of plans and reports Annual Procurement Plan (APP) prepar Involvement in Teaching Support Se Teaching Load Assignment and Faculty	ATTENDED TO THE PARTY OF THE PA	incharge	4	9	2	5	5	5.00
Meetings/Trainings/seminar workshops Preparation of plans and reports Annual Procurement Plan (APP) prepar Involvement in Teaching Support Se Teaching Load Assignment and Faculty	orkshop							
Annual Procurement Plan (APP) prepar Involvement in Teaching Support Se Teaching Load Assignment and Faculty	// attended	participant	9	×	r	r.	-	187
Annual Procurement Plan (APP) prepar Involvement in Teaching Support Se Teaching Load Assignment and Faculty					,	,		5
Involvement in Teaching Support Se Teaching Load Assignment and Faculty	pa	incharge	-	-	и	и	4	00
Teaching Load Assignment and Faculty	rvices	00	1	-	,	7	2	00.0
Commence of the Commence of th	Workload Prepared					1		
- Projected Workload		incharge	2	A	и	u	L L	00
- Actual Teaching Load		assistant	20	20	טע	טע	טע	200
- Individual Faculty Workload		incharge	20	200) u) 4	2.00
No. of Faculty Performance monitored/evaluated	//evaluated	opachoni		7 7) [t	0 1	10.4
No. of classroom utilization prepared		menal 8c	+	11	0	0	0	5.00
Ostor Commence of the Commence		ıncharge	2	3	2	2	2	5.00
Other Services								
No. of copies printed/photocopied		incharge	2000	3000	-	4	u	1 67
No.of hours rendered for committee assignments complied with	ssignments complied with (PSV MM)	incharae	25	000	-) [) 1	10.4
Total Overall Rating		il Cilaige	67	04	n	0	0	2.00
Average Rating								121.33
FINAL						1		4.85
RATING								(
ADJECTIVAL					1	\dagger	+	
RATING								
Received by:		Calibrated by:		Recommending Approval.	ling Appl	- leve		

REMBERTO A. PATINDOL
PMT

OL BEATRIZ S, BELONIAS
Vice President
Date

EDGARDO E. TUUN
President
Date

1-Quality/Effectiveness 2 – Efficiency Date

~ Planning Office

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period:J	July 2016 - December 2016	
Name of Staff: _Julia A. Ta	abinas Position: _Adm. Aid	de

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	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	3	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					1
B.	Leadership & Management (For supervisors only to be rated by higher supervisor)		(Scale	9	
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
	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	8	4			
	Average Score		1	90	Ĺ	

Overall recommendation

con everte et minimal supervisions and a Teamplayer!

Name of Head