

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

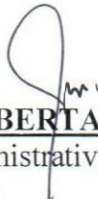
Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: **4.92**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA ROBERTA S. MIRAFLOR
Administrative Officer I

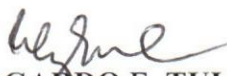
Reviewed by:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2017Name of Staff: MARIA ROBERTA S. MIRAFLORPosition: Administrative Officer I

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		60				

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				
		5.0				

Overall recommendation : _____



REMBERTO A. PATINDOL

Name of Head

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLORES**, of the **Office of the Director for Finance (ODF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2017.


MARIA ROBERTA S. MIRAFLORES
Ratee

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance


REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2017	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management	No. of Financial Reports reproduced	Sorts, binds and reproduce budget proposals submitted from different departments/centers/offices/units	100%	20 sets of budget proposals at 300 pages each set (photocopied, bounded and produced)	5	5	4	4.67	20 sets of 2017 budget proposals
	No. of reports encoded and submitted online for submission to DBM	Submits Budget Proposals online thru OSBP (Online Submission on Budget Proposals)	100%	Submitted and confirmed OSBP System to DBM within the deadline	5	5	5	5.00	100% encoded and submitted
		Submits quarterly reports online thru URS (Unified Reporting System)	100%	Submitted and confirmed URS System to DBM within the deadline	5	5	5	5.00	100% encoded and submitted
		Gathers & Consolidates data and submit to DBM, CHED, NEDA, PASUC, Congress and Senate	95%	Consolidated data for submission to different offices before the deadline	5	5	5	5.00	6 offices
	No. of laboratory subjects allocated by office/department	Segregates lab subjects by office/ department per units/no. of students/lab fees	100%	595 subjects (2nd sem and Summer)	5	5	4	4.67	595 subjects (2nd sem and Summer)
	No. of documents/ vouchers prepared for processing	Prepares documents for travel, APPs, PRs, reimbursements, liquidations, OIC letters and finalizes individual and office performance report within deadline	100%	150 documents prepared within deadline	5	5	5	5.00	150 documents prepared
		Files and consolidates PPMPs under GF, STF, TF, IGP and CF	190	100%	5	5	4	4.67	
		Prepares Travel Documents for the ODF and VPAF	10	100%	5	5	4	4.67	
	No. of meetings	Participates on meetings (BAC, PMT, LSU-AdPA COMELEC, ISO, ISA)	33 meetings	100%	5	5	5	5.00	33 meetings attended/participated

