

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

Name of Administrative Staff: **MERIAM M. LUNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70 %	3.255
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30 %	1.374
TOTAL NUMERICAL RATING			4.629


TOTAL NUMERICAL RATING: **4.629**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.629**ADJECTIVAL RATING: **Outstanding**

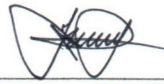
Prepared by:

Reviewed by:

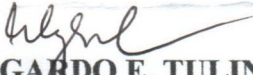

Meriam M. Luna
Name of Staff


Manolo B. Loreto, Jr.
Office Head

Recommending Approval:


Chairman, PMT


Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERIAM M. LUNA**, of the **University Student Services Office** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2016**


MERIAM M. LUNA
Ratee


MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administrative Aide/Staff	No complaint	No complaint	5	5	5	5.00	
Student Development and Welfare Support	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Serves as committee member of seminar for staff & students	2	4	5	5	5	5.00	
		Process and approves applications for dormitory/cottage residency	1800	2174	5	5	5	5.00	
		I.) Issues of Certificates (CGMC, CA, Student Housing, Insurance & Scholars etc.)	500	1036	5	5	4	4.67	
		II.) Issues of Excuse letters	2	12	5	4	4	4.33	
Student Services	Issuance of requested certificates/excuse letters/good moral and other documents of the same nature	III.) Issues of call slips	5	14	5	5	4	4.67	
		IV.) Interview & recommend students for ID replacement	25		5	5	4	4.67	
				380					

Administrative Services	Number of financial/administrative documents prepared	> Prepared Payrolls- Students Assistant, Job Orders, Stipend of Scholars & Honorarium	80	111	5	4	4	4.33	
		>Prepared Vouchers/ Travel Papers/PRs/RIS/Reimbursement & others	95	119	5	4	4	4.33	
	Number of appointments/contracts prepared	> Prepared Appointment of DBGF, Campus Ministers, Organization Advisers', Dormitory Advisers', Casual & Job Orders	180	243	5	5	5	5.00	
	Number of PPMF prepared	Prepared PPMF of USSO, Admissions, PESO, ESGPPA, Guidance, Testing, Dormitories & etc.	7	9	5	5	5	5.00	
	Number of Communication/Documents Prepared	>Prepared & Type diffirent notice of meetings, request for overtime, travel orders, CSR, Memorandum, OIC & others	110	166	5	4	4	4.33	
	Number of Communication/Documents Logged/Encoded	Recording of incoming/outgoing documents	1,200	1,435	5	5	5	5.00	
	Checks/Audits dormitory Advisers' & Asst. Advisers financial reports	Checked and reviwed dormitory advisers' & asst. advisers' monthly accomplishment & financial reports	70	75	5	4	4	4.33	

	Number office documents-communications, memo, reports & others filed.	Filing of office documents-communications, memo, reports & others.	1350	1688	5	3	3	3.67	
	Facilitates and screens clients of the Dean of Students.	Facilitating and screen clients of the Dean of Students	2800	3045	5	5	5	5.00	
Total Over-all Rating								74.33	

Average Rating:		4.65	Comments & Recommendations for Development Purpose:	
Additional Points:				
Punctuality				
Approved Additional Points (with copy of approval)				
FINAL RATING		4.65		
Adjectival Rating		Outstanding		

Received by:



Planning Officer

Date:

Calibrated by:



PMT

Date:

Recommending Approval:



Vice President

Date:

Approved by:



EDUARDO E. TULIN

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016Name of Staff: Meriam M. LunaPosition: Admin. Aide III


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	55				
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	4.58				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head