

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

(January – June 2017)

Name of Administrative Staff: Veronico Almeroda

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	30%	1.07
TOTAL NUMERICAL RATING			4.10

TOTAL NUMERICAL RATING: 4.10

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING:

Prepared by:


VERONICO ALMERODA
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

016
11 Dec 2017

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VERONICO B. ALMERODA, of GRADUATE SCHOOL 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, 2017.


VERONICO B. ALMERODA
Ratee

Approved:


ANABELLA B. TULON
Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating			Remarks
UMFO 6. General Administration and Support Services (GASS)									
ODGS MFO 1. Administrative and Facilitative Services									
		PI 1. Number of documents requested, received and followed up on time	Delivered and followed-up documents (memos, letter requests, PRs, announcements, etc.) to various offices/departments	60	105	5	4	4	4.33
		PI 2. Number of official documents bound (binding services)	Bound official documents as requested	5	3	4	4	4	4.00
		PI 3. Number of damaged books and other bound documents repaired/ re-bound	Repaired damage books and other bound documents	150	150	5	4	4	4.33
			Other jobs undertaken: 1. Watered and tendered plants inside and outside the office 2. Cleaned office rooms and CRs before and after office hours 3. Cleaned the surroundings within the office vicinity	10 mins. before dismissal (5 times a week) 8 office rooms and 4 CRs 15 minutes every office hours	20 minutes every office days or as needed 8 office rooms and 4 CRs 20 mins. every office hours	5 4 4	4 4 5	4 4 4	4.33 4.00 4.33
ODGS MFO 2. Frontline Services									
	PI 1. Efficient and customer friendly frontline service	Served clients with courtesy and friendly service	Zero percent complaint from client served	Zero percent complaint	5	5	5	5	5.00
Total Over-all Rating									30.32

Average Rating (Total Over-all rating divided by 7)	30.32 / 7
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.33
ADJECTIVAL RATING	VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

Received by:

MIRIAM M. DELA TORRE

PRPED

for:

11 Dec 2017

REMBERTO A. PATINDOL, PhD

Chairman, PMT

Date:

Calibrated by:

11 Dec 2017

REMBERTO A. PATINDOL, PhD

Chairman, PMT

Date:

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D

Vice President for Instruction

Date:

Approved by:

EDGARDO E. TULIN, Ph.D

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: Veronico Almeroda

Position: Administrative 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						

B. Leadership & Management (For supervisors only to be rated by higher superior)		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		43				
Average Score		3.58				

Overall recommendation : _____


 ANABELLA B. TULIN
 Name of Head