

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

Name of Administrative Staff: MARY ANN G. COBICO

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.27                    | 70 %                     | 2.989                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.58                    | 30 %                     | 1.374                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.363</b>                            |

TOTAL NUMERICAL RATING: 4.363

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.363ADJECTIVAL RATING: Very Satisfactory

Prepared by:



Mary Ann G. Cobico  
Name of Staff

Reviewed by:




Manolo B. Loreto, Jr.  
Office Head

Recommending Approval:



Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

  
**MARY ANN G. COBOCO**  
Ratee

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                        | Guidance Counselor, PESO Manager, Student Assistant Coordinator  | 0 Complaint  | 0 Complaint   | 5      | 5   | 5 | 5.00 |         |      |
|   | Percentage of referred students/walk-in clients counseled | Individual and group counseling (personal/social/career          | 40% of 5% total pop'n                                      | 60%   | 5      | 4   | 5 | 4.67 |         |      |
|   |   | Percentage of students followed-up and who availed consultations | Academic follow-up and consultations                       | 45% of the total pop'n  | 55%    | 5   | 4 | 5    | 4.67    |      |
|   |   | Student Welfare: Guidance & Counseling Services                  | Number of individual records of new students updated (CME) | Encodes, profiles, and files individual inventory of new students | 500    | 516 | 4 | 5    | 4       | 4.33 |
|   |   |  | Encodes, tabulates, analyzes the students' need assessment | 2000  | 2068   | 4   | 5 | 4    | 4.33    |      |

| MFO's/PAPs                                      | Success Indicators  | Tasks Assigned   | Target   | Actual Accomplishment | Rating |   |   |      | Remarks |
|---|---|--|--|-----------------------|--------|---|---|------|---------|
|   |   |  |  |                       | Q      | E | T | A    |         |
| Student Welfare: Guidance & Counseling Services | Number of group growth guidance seminars/sessions/activities conducted                  | Conducts/facilitates/participates as moderator/speaker/facilitator /committee member in group guidance seminars/activities | 5  | 5                     | 3      | 4 | 5 | 4.00 |         |
|   | Number of times information are disseminated  | Acts as resource person; disseminates information/inquiries; updates bulletin boards/fliers                                | 3  | 3                     | 3      | 5 | 5 | 4.33 |         |
|   | Number of other guidance related activities attended                                    | Member/participant, preside  | 3  | 9                     | 5      | 4 | 4 | 4.33 |         |
|   | Institutional Student Services: Student Assistant Program                               | Number of poor/disadvantaged students served by support to non-academic needs  | Processes and verifies applications for student assistantships | 150                   | 174    | 5 | 4 | 4    | 4.33    |
|   |   | Encodes and files applications of student assistants   | 150  | 174                   | 5      | 5 | 5 | 5.00 |         |
|   |   | Signs the DTRs and payrolls of student assistants  | 4500   | 4698                  | 5      | 5 | 5 | 5.00 |         |
|   |   | Signs the DTRs and payrolls of student assistants  | 2000   |                       |        |   |   | 0.00 |         |
| Institutional Student Services:                 | Number of established linkages with employers, seminars, job fair/job seeking conducted | Establishes/maintains linkage  | 10   | 15                    | 4      | 4 | 5 | 4.33 |         |
|   |   | Conducts job fair/special rec  | 3  | 3                     | 3      | 4 | 5 | 4.00 |         |
|   |   | Attends PESO meetings and seminars   | 3  | 3                     | 3      | 5 | 4 | 4.00 |         |
|   |   | Conducts career activities to students   | 2  | 3                     | 4      | 4 | 4 | 4.00 |         |



| MFO's/PAPs                  | Success Indicators   | Tasks Assigned                                       | Target | Actual Accomplishment | Rating |   |   |        | Remarks |
|-----------------------------|--|--|--------|-----------------------|--------|---|---|--------|---------|
|                             |  |  |        |                       | Q      | E | T | A      |         |
| Career and Placement (PESO) |  | Conducts job seeking seminar                         | 3      | 3                     | 5      | 4 | 5 | 4.67   |         |
|                             |  | Processes and verifies applications for SPES         | 75     | 109                   | 4      | 5 | 4 | 4.33   |         |
| Other Services              | Number of students enrolled in the Special Program for the Employment of Students (SPES) | Coordinates with DOLE re SPES                        | 3      | 3                     | 5      | 4 | 5 | 4.67   |         |
|                             |  | Develops career programs/modules                     | 2      | 2                     | 5      | 4 | 5 | 4.67   |         |
|                             |  | Serves as resource person for programs/seminars/fora | 2      | 3                     | 5      | 4 | 5 | 4.67   |         |
|                             |  | Signs clearance of students                          | 800    | 893                   | 5      | 5 | 5 | 5.00   |         |
|                             |  | Serves as officer in-charge of other sections        | 6      | 6                     | 4      | 4 | 5 | 4.33   |         |
|                             |  | Conducts Psychology class                            | 1      | 1                     | 3      | 4 | 5 | 4.00   |         |
|                             |  | Serves as admission staff during enrolment           | 2      | 2                     | 3      | 5 | 4 | 4.00   |         |
| Total Over-all Rating       |  |  |        |                       |        |   |   | 106.67 |         |

|  |  |                   |   |
|--|--|-------------------|---|
| Average Rating:                                    |  | 4.27              | Comments & Recommendations for Development Purpose: |
| Additional Points:                                 |  |                   |   |
| Punctuality  |  |                   |   |
| Approved Additional Points (with copy of approval) |  |                   |   |
| FINAL RATING                                       |  | 4.27              |   |
| Adjectival Rating                                  |  | Very Satisfactory |   |

| MFO's/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating |   |   |   | Remarks |
|------------|--------------------|----------------|--------|-----------------------|--------|---|---|---|---------|
|            |                    |                |        |                       | Q      | E | T | A |         |


Received by:

Calibrated by:

Recommending Approval:

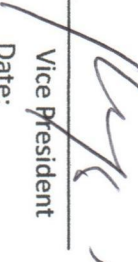
Approved by:

  
Planning Officer


  
PMT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

  
Vice President

Date: \_\_\_\_\_

  
EDGARDO R. TULIY  
President

Date: \_\_\_\_\_



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Juy – December 2016

Name of Staff: Mary Ann G. Cobico

Position: Guidance Counselor 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  | 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