



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **POCA JOE A. DIDAL**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.8 | 70% | 3.36 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.9 | 30% | 1.47 |
| TOTAL NUMERICAL RATING | | | 4.8 |

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

POCA JOE A. DIDAL
Name of Staff

Reviewed by:


MANUEL D. GACUTAN, Jr.
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POCA JOE A. DIDAL
Performance Rating: OUTSTANDING

Aim: To improve work efficacy and achieve targets on time

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2023 Target Date: December, 2023

First Step: Perform routine works and acts immediately on urgent requests of Department Head and Faculty.

Result: Routine office works performed and submitted on time and urgent request of Department Head and Faculty were delivered.

Date: January, 2024 Target Date: June, 2024


Next Step: Follow-up on all request/documents to meet the targeted deadlines of submission and continuous lay outting of schedule of activities.

Outcome: Continual improvement on office works.

Final Step/Recommendation:

Willing to learn, dedicated and determined towards work and meets the target.

Prepared by:


MANUEL D. GACUTAN, JR.
Unit Head

Conforme:


POCA JOE A. DIDAL
Name of Ratee (Staff)



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023
Name of Staff: POCA JOE A. DIDAL Position: Administrative Aide IV

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 | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|--|----------|---|---|---|-------|
| improvement of his work accomplishment | | | | | |
| 12. Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Score | Total 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 | 24 | | | | |
| Average Score | 4.9 | | | | |

Overall recommendation :

Mr. Didal has demonstrated competence and commitment in the task work assigned to him. Keep up the good work!

MANUEL P. GACUAN JR

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-HRM-26
V0 11-12-2021

No. EVA-08

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Poca Joe A Didal of the Department of Animal Science 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, 2023 - December, 2023.

POCA JOE A. DIDAL

Ratee

Date: 11/15/23

MANUEL D. GACUTAN Jr.

Department Head

Date: 11/16/23

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|--------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| General Administration and Support Services (GASS) | | | | | | | | | |
| Efficient and customer friendly frontline services | 0% complaint from client served | Serves as frontliner and delivers friendly customer services to clients | No complaint | 100% | 5 | 5 | 5 | 5.00 | |
| | Number of documents numbered, recorded and released | Serves as dDRC of the dept; assigns control numbers to all quality records of the department | 150 | 200 | 5 | 5 | 5 | 5.00 | |
| | Number of documents encoded in the document tracking system and number of bar codes generated | Encodes document for document tracking and generates bar codes for each document | 150 | 200 | 5 | 5 | 5 | 5.00 | |

Administrative/Clerical Services

| | | | | | | | | |
|---|---|----|----|---|---|---|------|--|
| Number of teaching loads plotted and assigned to faculty members | Plots faculty teaching load (tentative and final) | 3 | 3 | 5 | 5 | 5 | 4.60 | |
| Number of subjects/sections updated in the department cumulus | Encodes in the dept. cumulus the names of faculty assigned to handle the subject | 10 | 10 | 4 | 5 | 5 | 4.60 | |
| Number of documents/reports prepared and submitted on time | Prepares Report of Actual Teaching Load | 2 | 2 | 5 | 4 | 5 | 4.60 | |
| | Prepares Individual Faculty Workload | 14 | 28 | 4 | 5 | 5 | 4.60 | |
| | Prepares Projected Faculty Workload for hiring and renewal of appointments | 1 | 1 | 5 | 4 | 5 | 4.60 | |
| | Prepares Summary of Individual Rating of faculty IPCRs | 8 | 8 | 5 | 5 | 5 | 5.00 | |
| | Prepares PPMPs and PRs | 5 | 8 | 5 | 5 | 5 | 5.00 | |
| Number of official communications/recommendations drafted/encoded | Drafts official communications | 5 | 15 | 5 | 5 | 5 | 5.00 | |
| Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers | Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments | 2 | 2 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|-----------------------|--|--|----|----|---|---|---|-------------|--|
| | Number of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval | Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and part time faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, replenishment /reimbursements, OIC letter, classes to be missed | 10 | 10 | 4 | 5 | 5 | 4.66 | |
| | Number of documents filed and scanned | Files and scans official documents | 25 | 30 | 5 | 5 | 5 | 5.00 | |
| Other Services | Number of meetings attended | ISO related meetings, Department meetings, etc. | 10 | 10 | 5 | 5 | 5 | 5.00 | |
| | Number of trainings/seminars attended | Participant | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of innovations | E-filing of department documents | 1 | 1 | 4 | 5 | 5 | 4.66 | |
| Total Over-all Rating | | | | | | | | 82.32 | |
| Average Rating | | | | | | | | 4.84 | |
| Adjectival Rating | | | | | | | | Outstanding | |

Comments & Recommendations for Development Purpose:

Mr. Didal is learning fast in the DAS administrative function. He should continuously improve the Department's administrative tasks.

Evaluated & Rated by:

MANUEL D. GACUTAN, JR.

Department Head

Date: 11/13/2023

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: 30 Jan 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 31 Jan 2024

Rating Scale: 4.6 -5.0 Outstanding

3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfactory

2.2-2.9 Unsatisfactory

2.1 - & below Poor