



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **OCAÑADA, JEMUEL A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
41. Numerical Rating per IPCR	4.70	70%	3.29
42. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.77

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: 0

Prepared by:

JEMUEL A. OCAÑADA
Name of Staff

Reviewed by:

JULIUS V. ABELA
Head, UDRRMSSO

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Approved:

DANIEL LESLIE S. TAN
Chairman, PMT

"Exhibit B"

I, JEMUEL A. OCAÑADA of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2023.


JEMUEL A. OCAÑADA
Ratee


JULIUS V. ABELA
Head, UDRRMSSO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
MFO 4. Maintain Peace and Order									
PI 3. Implement orders/directives from the top management	University Memorandums	Posting of memorandum/directives from the top management at the guard post	95%	100%	5	5	4	4.7	Implemented and cascaded to the field guards the updated memorandums from the top management
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	95%	100%	5	4	5	4.7	Zero % no complaints
PI.3. Financial and personnel related documents submitted	Office clerical works	Prepares, received incoming/outgoing documents	25	27	5	5	4	4.7	For reimbursement and payments
PI 4. Number of incident reports	Office clerical works	Encoded incident reports at the blotter logbook	10	10	5	5	4	4.7	Submitted weekly reports to the top management and prepared other incident reports
PI 5. Number of Security Guard Detail filed	Office clerical works	Preparation of duty detail	24	24	5	5	4	4.7	Cascaded security DDO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 6. Number of RIS PPMP and PR requested	Office clerical works	Prepares PR's,RIS,PPMP	10	10	5	5	4	4.7	For office management
MFO 6. Office improvement and maintenance/ office management									
PI 2. Hire additional office staff	Office staff	Request additional staff	1	1	5	5	4	4.7	One (1) organic security assigned to assist in the office
MFO 7. Proactive Risk and Disaster Management									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/ disaster	For disaster preparedness	Facilitator	1.00	1	5	5	5	5.0	Facilitated the fire and earthquake drill conducted at quadrant 2 and 4
PI 3. Proposal for DRRM Building and Equipment	For disaster preparedness	Submission of proposal	1	1	5	5	4	4.7	Submitted request for building design at the ODPIPDM
Total over-all Rating								42.3	

Average Rating(Total Overall rating divided by 9)		4.70
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.70
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Improve clerical skills. Recommended to attend administrative and clerical related trainings

Evaluated & Rated by:

JULIUS V. ABELA

Dept/Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: Jemuel A. Ocañada

Position: 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		59				

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		4.92				

Overall recommendation : _____

JULIUS V. ABELA
Printed Name and Signature
Head, UDRRMSSO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: OCAÑADA, JEMUEL A.
Performance Rating: O

Aim: To develop confidence and improve skills to come up with a systematic procedure with regards to ISO standards and meet customer/client's satisfaction

Proposed Interventions to Improve Performance:

Date: Jan 2023

Target Date: June 2023

First Step: Attend various in-house trainings/ webinars in relation to the campus
quality procedure and ISO standards modification

Result: To be in accordance with the standard and more systematic guidelines
In filing of documents for uniformity and branding purposes

Date: July 2023

Target Date: December 2023

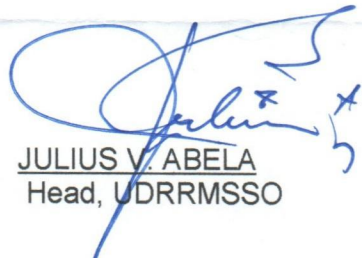
Next Step: Attend seminars/workshops related to supervisory development

Outcome: Boost confidence and enhance supervisory skills for future development


Final Step/Recommendation:

Maintain/ exceed current productivity and hardwork for more efficient and effective work efficacy.

Prepared by:


JULIUS V. ABELA
Head, UDRRMSSO

Conforme:


JEMUEL A. OCAÑADA
Name of Ratee Faculty/Staff