

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: **Norberto M. Managbanag**

| Program Involvement 1 | Numerical Rating(2) | Percentage Weight 3 | Equivalent Numerical Rating (2 x 3) |
|--|------------------------|------------------------|--|
| 1. Numerical Rating per IPCR | 4.97 | 70% | 3.47 |
| 2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.44 |
| | | TOTAL | 4.91 |

EQUIVALENT NUMERICAL RATING:

4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


4.91

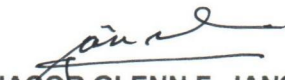
Adjectival Rating:

VSC

Prepared by:


Reviewed by:


NORBERTO M. MANAGBANAG
 Name of Admin Staff


JACOB GLENN F. JANSALIN
 Head, DoPAC

Recommending Approval:

Approved:


CANDELARIO L. CALIBO
 Dean, CAS


BEATRIZ S. BELONIAS
 VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Norberto M. Managbanag**, of the Department of Pure & Applied Chemistry, **College of Arts & Sciences** 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 2019**.

NORBERTO M. MANAGBANAG

Ratee

Approved:

JACOB GLENN F. JANSALIN

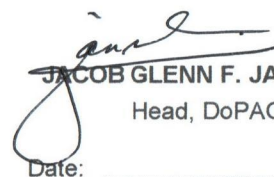
Head, DoPAC

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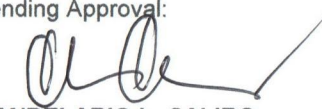
| | | |
|---|--|--|
| Average Rating (Total Over-all rating divided by 6) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | |

| |
|--|
| Comments & Recommendations for Development Purpose: <i>attend seminar & trainings on personality development and IT skills.</i> |
|--|

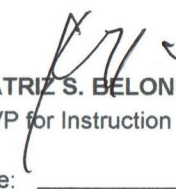
Evaluated & Rated by:


JACOB GLENN F. JANSALIN
Head, DoPAC
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS
Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction
Date: _____

1- Quality 2 - Efficiency 3 - Timeliness 4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019

Name of Staff: Norberto M. Managbanag

Position: Admin Aide I (Utility)

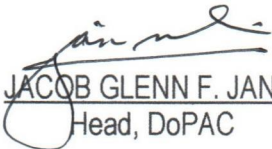
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | 2 | 3 | 4 | 5 |
| 1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. | | | | | ✓ |
| 2. Makes self-available to clients even beyond official time | | | | | ✓ |
| 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 | | | | ✓ | |
| 4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | | | | | ✓ |
| 5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks | | | | | ✓ |
| 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. | | | | | ✓ |
| 7. Keeps accurate records of her work which is easily retrievable when needed. | | | | | ✓ |
| 8. Suggests new ways to further improve her work and the services of the office to its clients | | | | ✓ | |
| 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 | | | | | ✓ |
| 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 | | | | | ✓ |
| 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | | | | | ✓ |
| 12. Willing to be trained and developed | | | | | ✓ |
| Total Score | 58/60 | | | | |

| B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>) | | | | | Scale | | | | |
|---|--|--|--|--|-------|--|--|--|--|
| 1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors | | | | | | | | | |
| 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. | | | | | | | | | |
| 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. | | | | | | | | | |
| 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit. | | | | | | | | | |
| 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 | | | | | | | | | |
| Total Score | | | | | | | | | |
| Average Score | | | | | 58/12 | | | | |

Overall recommendation : Outstanding


 JACOB GLENN F. JANSALIN
 Head, DoPAC

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| √ | 1st | Q U A R T E R |
| √ | 2 nd | |
| | 3 rd | |
| | 4th | |

Name of Employee: NORBERTO M. MANAGBANAG

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: : 15 Faculty & 5 Admin Staff

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|--|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | Must log all docs being transmitted to other offices | | | | |
| Coaching | | | | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted


CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORBERTO M. MANAGBANAG**

Performance Rating: Outstanding

Aim: Maintain outstanding rating

Proposed Interventions to Improve Performance:

Date:

Target Date:

First Step:

Date:

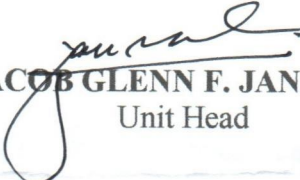
Target Date:

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


NORBERTO M. MANAGBANAG
Name of Ratee Staff